

To: Department Heads and Boards  
From: Town Administrator Derik Goodine, Selectboard, and Budget Committee  
Date: December 16, 2020  
Re: 2021 Budget Schedule Updated

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## **Budget Schedule 2021**

### **Saturday, November 7 - 9:00AM to 3:30PM with Lunch at 11:45 to 12:30PM**

9:00AM-10:15AM	POLICE + POLICE CIP
10:15AM-10:30AM	OAMH
10:30AM-11:30AM	AMBULANCE
11:45AM-12:30PM	LUNCH
12:30PM-1:30PM	LIBRARY AND COMMITTEES (EDC, PLAN BD, ZBA, and BUDGET)
1:30PM-2:30PM	FIRE + FIRE CIP
2:30PM-3:15PM	TAX COLLECTOR, TOWN CLERK, FINANCE, ASSESSING

### **Saturday, November 14 -9:00AM to 3:30PM with Lunch at 12:15 to 1:00PM**

9:00AM-10:45AM	HIGHWAY DEPT INCLUDING STORM WATER, STREETLIGHTS, AND SOLID WASTE + CIP
11:00AM-12:15PM	EXECUTIVE ADMINISTRATIVE BUDGET ITEMS + EXEC ADMIN CIP
12:15PM-1:00PM	LUNCH
1:15PM-1:30PM	CONTINUE EXEC/ADMIN BUDGET
1:30PM-3:30PM	CIP PLAN (RESERVES), NON-PROPERTY TAX REVENUES, WARRANT ARTICLES, WRAPUP

### **Thursday, November 19 6:00PM to 8:30PM**

6:00PM	REGULAR BUSINESS MEETING, AND SEWER DEPT BUDGET, SCHEDULE SCHOOL BUDGET PRESENTATION, AND ANY TOWN BUDGET UPDATES OR CHANGES
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### **Saturday, December 12, 2020**

9:00AM	School Budget Presentation and Discussion on Fire Department Budget and Fire Capital Outlay Budget and Capital Reserves
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### **Thursday, December 17, 2020**

6:00PM	Finalize Budget Revisions, and Budget Approvals. Discuss and Approve Capital Reserve Fund Appropriations, and Warrant Article. Regular Business Meeting and Set Future Meetings and Budget Schedule
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\*Friday, January 8, 2020 last day to petition for article proposing a bond

**\*Saturday, January 9, 2020**

**Last Day to Post Notice of Public Hearing on Budget scheduled for January 16, 2021**

\*Tuesday, January 12, 2021 Last day for Selectboard to publish notice of time, place and subject of public hearing on a bond or note over \$100k

**Saturday, January 16, 2021**

**9:00AM Public Hearing on Proposed Annual Budget and Sign forms, Sign Final Town Meeting Warrant**

**Tuesday, January 19, 2021**

6:00PM Public Hearing Makeup Date (last date for public hearings)

**Wednesday, January 20, 2021**

First Day to declare candidacy for local office with town clerk

**Thursday, January 21, 2021**

**9:00AM Last Day for Budget Committee to deliver copies of the final budget and recommendations to the governing body**

**\*Monday, January 25, 2021**

**9:00AM Last Day for Selectboard to post warrant and budget at all polling places and town hall. Warrant shall state place, day, and hour for each of the two sessions of town meeting. For the Second Session the warrant shall state hours of election, hour polls open and close, and which items are to be voted on by ballot.**

**Saturday, January 29, 2021**

Last Day to declare candidacy for local office

**Saturday, January 30, 2021**

**9:00AM Earliest Date for Deliberative Session – Suggest we use this date!**

**Saturday, February 6, 2021**

9:00AM Last Day Deliberative Session can be held

**Tuesday, March 2, 2021**

Annual Report with final budget and ballot questions must be available

**Town Election Date: Tuesday, March 9, 2021**

Respectfully,

Derik Goodine  
Town Administrator  
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