To: Department Heads and Boards

From: Town Administrator Derik Goodine, Selectboard, and Budget Committee

Date: September 13, 2023

Re: Updated 2022/2023 Budget Schedule

**Budget Schedule 2022/2023**

**Thursday, September 22, 6:30PM to 8:30PM Regular Budget Committee Meeting**

**Thursday, October 27, 6:30PM to 8:30PM Regular Budget Committee Meeting**

**Saturday, November 5, 9:00AM to 3:30PM with lunch at 11:45AM to 12:30PM**

 9:00AM-10:15AM POLICE + POLICE CIP

 10:15AM-10:30AM OAMH

10:30AM-11:15AM AMBULANCE

11:15AM-11:30 LIBRARY

11:35AM-12:30PM LUNCH

12:30PM-1:30PM HIGHWAY DEPT INCLUDING STORM WATER, STREETLIGHTS, AND SOLID WASTE + CIP

1:30PM-2:30PM TAX COLLECTOR, TOWN CLERK, FINANCE, ASSESSING

2:30PM-3:15PM EXEC BUDGET OR ADJOURN EARLY DEPENDING ON WHERE WE ARE IN PROCESS\*

\*TA will do parts of the Executive/Administrative Budget as time allows between presentation times and at the end of the meeting, if ahead of schedule

**Saturday, November 12, 9:00AM to 1:00AM with breakfast at 9:00AM to 9:45AM**

9:00AM-9:45AM BREAKFAST

9:45AM-10:30AM FIRE + FIRE CIP

10:45AM-12:00PM SCHOOL BUDGET

12:00PM-1:30PM EXECUTIVE ADMINISTRATIVE BUDGET ITEMS, COMMITTEES (EDC, PLAN BD, ZBA, and BUDGET) INITIAL WARRANT ARTICLES, WRAPUP

**Saturday, December 10, 2021**

9:00AM-9:45AM BREAKFAST

10:00AM-11:00AM SEWER BUDGET

11:00AM-1:00PM Any Executive Administrative Budget Items remaining, Capital Improvement and Reserve Budget Items, and Non-Property Tax Revenue, Warrant Articles and Wrap-up

Prepare Final Budget Documents and Warrant, preparation for public hearing, Regular Budget Committee Meeting and any extra meeting if necessary

**January 2023**

**Candidate Filing Dates – January 25, 2023 to February 3, 2023**

January 7, 2023 - Last day to give notice of Public Hearing on annual budget for January 14, 2023

January 10 ,2023 – Last Day to petition for Selectboard for article on Town Meeting Warrant (Bond article would be

 January 6, 2023

January 14, 2023 - Public Hearing on Budget : Snow Date of January 17, 2023 – Sign forms, Sign Final Town

 Meeting Warrant following Public Hearing

January 16, 2023 - Last Day to hold Public Hearing on Zoning Ordinance Amendments

January 26, 2023 - Last Day for Budget Committee to deliver copies of official budget, and recommendations to the

 Governing Body

January 30, 2023- Last day for Planning Board to hold final public hearing on Zoning Ordinance changes And Last

 Day for Selectboard to post Town Warrant and Budget at all polling places and at Clerks Office.

**February 2023**

February 4, 2023 - Deliberative Session February (1st Day it can be held)

February 11, 2023 – Last day Deliberative Session can be held

February 25, 2023 – Last Day to post Warrant for Town Election

February 27, 2023 - Last day to hold public hearing on question of establishing a special revenue fund. Hearing must

 be held at least 15 but not more than 30 days prior to meeting where question will be voted on.

 Notice of the hearing shall be posted in at least 2 public places and published in a newspaper at

 least 7 days before the hearing. [RSA 31:95-d, I (b)]

**March 2023**

March 7, 2023 - Annual Report Completed at least one week before Town Election

Town Election Date: March 14, 2023

Respectfully,

Derik Goodine

Town Administrator

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