

BVR Election

Fiscal Year 2021-2022 Updated 10/7/2020

<i>Date/Time</i>	<i>Responsible/ Authority</i>	<i>Task</i>
SEP 30, 2020 WEDNESDAY 3:00 p.m. ELEM. CAFE	Finance Comm - Town	1) Select Committee Chair 2) prelim FY20 Results 3) FY21 Outlook 4) Mooring Fees
November 18, 2020 WEDNESDAY (3:30 p.m. ZOOM)	Finance Comm - Town	1) Senior Tax Assistance Update 2) TIF Update 3) Review Budget Development Schedule 4) Tax Assistance Allowed Under State Law 5) Budget Preview Spreadsheet
November 4	Department Directors	Return completed department CIP, TIF and Special Revenue spreadsheets to Finance Director.
Nov 9 - Jan 6	Finance Director	Consolidate the capital plan and calculate the predicted mil rate for the capital portion of the Budget. Town Manager and Finance Director reviews budget with Directors. Finalize Capital Improvement Program, special revenue fund plan and TIF Development Plan, prepare summarized presentation for the Finance Committee and Council
December 16, 2020 WEDNESDAY (3:00 p.m. to 5:30 p.m. ZOOM)	Finance Committee - Town and School.	1) Joint School and Town Finance Committee budget meeting. 2) Fiscal Year 2020 CAFR/Audit results presented. 3) Discuss Finance Committee Schedule and Agendas 4) Discussion about anticipated challenges and opportunities in the development of the FY22 Budget 5) Review Budget Schedule
Jan 13, 2021 WEDNESDAY (3:00 p.m. ZOOM)	Finance Comm - Town	1) Presentation of Capital Improvement and Special Revenue Fund Budgets, Present TIF Development Plan to Finance Committee. 2) Discuss Finance Committee Schedule and Agendas 3) Foreclosure/Lien report Send Reminder to Library about Feb 17 Budget Review
Jan 6	Dept. Heads	Department Heads to submit proposed amounts for all operating accounts for 2020-2021 year-end and 2021-2022 budget to Fin Dir

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Jan 7-31	Town Mgr. Finance Director	Finance Director consolidates and presents operating budget to Town Manager. Finance Director and Town Manager reviews budget with Directors.
Jan TBD (TBD)	Town Council	School Board Budget Meeting. Councilors are invited to join to get a preview of the School Budget outlook.
Feb 5	Finance Director	Preliminary version of operating budget prepared and distributed
Feb 10 WEDNESDAY (3:00 p.m. ZOOM)	Town Mgr. Finance Dir Finance Committee - Town	-Present TOWN operating budget spreadsheet, Special Revenue Fund budget, TIF Development Plan and Capital Plan to Finance Committee. -Wastewater budget presentation -Library Budget Presentation
Feb 26	Designated Admin Assistant	Send Budget Book to Council for Finance Committee meeting.
Mar 3 WEDNESDAY (3:00 p.m. TBD)	Town Finance Committee	Budget Book presentation to Finance Committee. Final Library Budget Presentation (if needed).
Mar 8 MONDAY (7 p.m. Council meeting)	Town Council	Order to schedule the Budget public hearing on April 7 (date to be approved by Council & School Committee) in accordance with the Charter.
Mar XX FRIDAY (Noon in Council Chambers)	School Board	School Board Budget Presentation and Workshop. Overview to be presented at noon. TENTATIVE DATE
Mar XX MONDAY (5:30 p.m. in the Large Conference Room)	School Board	Follow-up to March 13 budget rollout responding to data requests, questions etc. (Town Councilors welcome to attend) TENTATIVE DATE
Mar 15	Town Staff	Arrange for April 7 Budget Public Hearing advertisement
Mar 31 WEDNESDAY (TBD) w/ Light Dinner	Town Council /School Board	School Budget Presentation Town Budget Presentation
April 7 WEDNESDAY (7 p.m. in Council Chambers)	Town Council Charter 502, 502.4	Comprehensive budget presentations (School and Town) at Council meeting and public hearing.

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Apr 12 (7 p.m. in Council Chambers - special Council meeting)	Town Council Charter 502, 502.4	The Town Council approves an order to adopt the budget in accordance with the Charter.
On or before May 3	Town Council BVR	In accordance with the Budget Validation Referendum Statute, the School Department makes available detailed budget document (Cost Center Summary) to Town Clerk and the public. This document will be voted on by the Council on May 10
May 3 MONDAY	Clerk	Post notice for Council meeting to adopt budget at least 7 days prior to May 10
May 10 MONDAY (7:00 p.m. in Council Chambers – special Council meeting)	Town Council Charter 502, 502.4	The Town Council shall approve an order to adopt the BVR in accordance with 21-A 1486. The Town Council may also approve the BVR , Municipal Election and Referendum at this time. Order to adopt the budget in accordance with the Charter.
June 1	Staff responsibility BVR	Referendum warrants must be posted. {BVR}
June 8	Election BVR	Election/School Budget Referendum vote. {BVR}