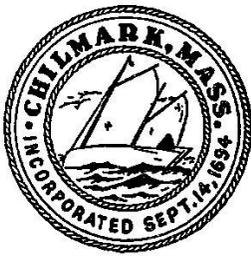


CHILMARK

FY2018

BUDGET SCHEDULE



TO: All Departments, Officers, Boards, Committees and Commissions
 FR: Tim Carroll, Executive Secretary
 DT: August 30, 2016
 RE: Budget and ATM Schedule

Please review this schedule as soon as possible and report any conflicts to me immediately.

Departments, Boards, Commissions & Committees Discuss and vote Capital Plan <i>Meet and discuss capital needs for FY2018</i> Needs for next 5 years.		October 2016
Departments, Boards, Commissions & Committees Deadline to Submit Capital Requests		October 14 th 2016
Capital Planning Committee	<i>CPI/u NE for September released – BLS</i> Review Requests and 5 year plan	October 17 th 2016 October 19 th 5:00 PM
Boards, Commissions & Committees <i>Meet and discuss needs for FY2018</i>	Establish preliminary goals for next year	November 2016
Human Resource Board – COLA	Meet & review September CPI/U NE	November 3 rd 2016
FinCom Meeting 5:30 PM	Review COLA recommendation from HRB Report on CIP Requests Establish Guidance to departments & agencies for FY18 budget preparation	November 16th
Planning Board or Citizens seeking a new zoning bylaw - DEADLINE	Submit Petition to Selectmen by 12 Noon	November 11 th
BOS Meeting 7:00 PM	Zoning Petitions & COLA	November 15th
FY2018 Budget Worksheets released for preliminary budget preparation by departments		November 16 th
Planning Board	<i>Research, Hold Public Hearings and issue report on Proposed Zoning Bylaws</i>	Nov 17 th - January 3 rd
BOS Meeting 5:00 PM		December 6th
BOS Meeting 5:00 PM		December 20th
CIPC Complete Annual Capital Improvement Plan		December 21st
Planning Board - DEADLINE	Submit Proposed Zoning bylaws for Legal Counsel review.	January 4 th 2017
All Departments & Citizens <i>Met and voted budget & articles.</i>	Budget Requests & Appropriation Articles DUE	January 4th 2017
<i>Town Budget assembled by Admin Asst to BOS, Accountant & Exec Sec</i>		January 5 th – 19 th 2017
All Departments & Citizens	Deadline to submit Non-Appropriation & Non-Zoning Articles 12 Noon	January 11th
BOS Meeting 5:00 PM		January 3rd
BOS Meeting 5:00 PM		January 17th
FINCOM & BOS FY2018 Budget Hearing	1 7:00 - 9:00 PM	January 24th
FINCOM & BOS FY2018 Budget Hearing	2 7:00 - 9:00 PM	January 25th
FINCOM & BOS FY2018 Budget Hearing	3 7:00 - 9:00 PM	January 26th
FINCOM & BOS FY2018 Budget Hearing	4 7:00 - 9:00 PM	January 30th
FINCOM & BOS FY2018 Budget Hearing	5 7:00 - 9:00 PM	January 31st
Departmental submissions for TOWN REPORT	Due	February 1st
FINCOM & BOS FY2018 Budget Hearing	6 7:00 - 9:00 PM	February 1st
FINCOM & BOS FY2018 Budget Hearing	7 7:00 - 9:00 PM	February 2nd
FINCOM & BOS FY2018 Budget Hearing	8 7:00 - 9:00 PM	February 6th
BOS Meeting 5:00 PM		February 7th
FINCOM & BOS FY2018 Budget Hearing	9 7:00 - 9:00 PM	February 8th
BOS Meeting 5:00 PM <i>School Vacation February 25 – March 5th</i>		February 21st
BOS Meeting 5:00 PM	Approval of ATM Warrant	March 7th
Town Report to Press		March 2nd
ANNUAL TOWN MEETING	April 24th 2017	
Annual Town Election	April 26th 2017	