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TO: Board of Selectmen
CC: Department Directors & Heads; Finance Committee; School Committee
FROM: Robin Crosbie, Town Manager
RE: FY'19 Town Calendar
DATE: July 16, 2018

Please find the FY'19 Calendar of Important dates. This calendar is subject to change. Items with an asterisk (*) should be scheduled through Anabela Batista in the Town Manager's office.

JULY

Monday, July 2 – Board of Selectmen Meeting- Open Special Town Meeting Warrant

*Monday, July 2 – Planning Board submits zoning articles to BOS for STM**

Wednesday, July 4 – Town Hall closed – Recognition of Independence Day

Thursday, July 5 – Town Hall Open 8:00 AM – 4:30 PM

Wednesday, July 11 – Finance Committee Meeting

*Monday, July 16 – Board of Selectmen Meeting – BOS refers initiated zoning articles to PB for public hearing**

Wednesday, July 25 – Finance Committee Meeting

AUGUST

Monday, August 6 – Department and/or Board Warrant Article Submissions due to the office of the Board of Selectmen by 4:30 PM

*Monday, August 6 – Board of Selectmen Meeting – BOS vote to close the Warrant & Planning Board presents zoning articles for STM to BOS**

Tuesday, August 7 – Planning Board Meeting – 8:00 PM public hearing on zoning articles, takes comments and continues hearing, if necessary, relative to Special Town Meeting*

Wednesday, August 8 – Finance Committee Meeting

Monday, August 20 – Joint Board of Selectmen & FinCom Meeting – BOS holds a public hearing on the proposed Warrant . Invite petitioners.

Wednesday, August 22 – Finance Committee Meeting – Cost out STM articles

SEPTEMBER

Monday, September 3 – Town Hall closed – Recognition of Labor Day

Tuesday, September 4 – Town Hall Open 8:00 AM – 6:30 PM

Tuesday, September 4 – STM Warrant draft sent to Finance Committee

Wednesday, September 5 – Finance Committee & Board of Selectmen Meeting-4th Quarterly report;
School Committee asks; FY20 revenues & budget discussion– FinCom to vote on Warrant Articles

Monday, September 10 – Board of Selectmen Meeting – Vote on Recommendations of Articles for STM
& Sign Warrant

Tuesday, September 11 – Final Warrant due to printer

Monday, September 17- Warrant mailed

Wednesday, September 19 – Finance Committee Meeting - Bartholomew

Thursday, September 20 – Special Town Meeting Warrant published - MGL 39 § 10 and Bylaw Chapter I,
Section 1.b (At least 14 days prior to STM)-Clerk

Monday, September 24 – Board of Selectmen Meeting

OCTOBER

Monday, October 1 – STM PowerPoint information due to the Town Manager's office

Monday, October 1 – Hang TM Banner

Wednesday, October 3 – Finance Committee Meeting

Monday, October 8 – Town Hall Closed – Recognition of Columbus Day

Tuesday, October 9 – Town Hall Open 8:00 AM - 6:30 PM

Tuesday, October 9 –Announce on Social media STM and babysitting options)

Tuesday, October 9 – Board of Selectmen Meeting

Saturday, October 13- BOS meeting 8:30 AM

Saturday, October 13 – Special Town Meeting at 9:00 AM

Wednesday, October 17 – Finance Committee Meeting

Monday, October 22 – FY'20 Budget Preparation Guidelines distributed from Town Manager to
Department Heads, Boards and Committees

Monday, October 22 – Board of Selectmen Meeting

Wednesday, October 31 – Finance Committee Meeting

NOVEMBER

Monday, November 5 – Board of Selectmen Meeting- 1st Quarter FY19 Report with FinCom

Monday, November 12 – Town Hall Closed – Recognition of Veterans Day

Tuesday, November 13 – Town Hall Open 8:00 AM – 6:30 PM

Wednesday, November 14 – Finance Committee Meeting

Monday, November 19 – Completed FY'20 budgets entered into Munis by Department Heads

Monday, November 19 – Board of Selectmen Meeting – Tax Classification Hearing & Water Lien List

Wednesday, November 21 – Town Hall Closes at 12:00 PM

Thursday, November 22 – Town Hall Closed – Thanksgiving

Friday, November 23 – Town Hall Closed

Wednesday, November 28 – Finance Committee Meeting

TBD-joint H-W Fincoms w/HWRSD-Meeting 1

DECEMBER

Monday - Thursday, December 3 - 6 – Department Budget Review Meetings with TM and Finance Director, and FinCom Liaison

Monday, December 3– Board of Selectmen Meeting –Revenue/ Budget Discussion, Annual License Renewals

Monday, December 3 – Boards and Committees notified of when annual reports are due – Bylaw IV 2a (At least 60 days prior to Town Meeting)

Wednesday, December 12 – Finance Committee Meeting

Monday, December 17 – Board of Selectmen Meeting; Budget estimate due to Board of Selectmen from Accountant (MGL 41 § 60) and Planning Board submits zoning articles to BOS for ATM Tuesday,

December 25 – Town Hall Closed – Recognition of Christmas Day

JANUARY

Tuesday, January 1 – Town Hall Closed – Recognition of New Year's Day

Wednesday, January 2 – Town Hall Open – 8:00 am – 4:30 pm

Monday, January 7 – Board of Selectmen Meeting- Budget due from Town manager

Monday, January 14 – ATM Articles due to Town Manager from Departments by 2:00 PM

Wednesday, January 9 – Finance Committee Meeting

Monday, January 21 – Town Hall Closed – Martin Luther King Day

Tuesday, January 22 – Town Hall Open 8:00 AM -6:30 PM

Tuesday, January 22 Board of Selectmen Meeting – Open Warrant for ATM/ Review Capital Budget

Wednesday, January 23 – Finance Committee Meeting

Saturday, January 26 – Joint Finance Committee and Board of Selectmen Meeting – Presentation and Overview of Town Budget by Town Manager to Finance Committee and BOS

FEBRUARY

Monday, February 4 – Board of Selectmen Meeting – Budget Reviews and Referral of Zoning Articles to the Planning Board

Wednesday, February 6 – Finance Committee & Board of Selectmen Meeting- 2nd Quarter FY19

Monday, February 18 – Town Hall Closed – President’s Day

Tuesday, February 19 – Town Hall Open 8:00 AM -6:30 PM

Tuesday, February 19- Board of Selectmen Meeting- Budget Reviews (continued)

Wednesday, February 20 – Finance Committee Meeting

Wednesday February 20 – BOS/TM sends draft Warrant Articles to Finance Committee & Town Counsel
(Immediately after closing of warrant)

Thursday, February 22 – Legal ad for Warrant Hearing appears in paper – Bylaw IV 6 (2 weeks prior to hearing)

Monday, February 25 – Board of Selectmen Meeting – Public Hearing on ATM Warrant, BOS vote to close the Warrant & vote on Budget – Invite petitioners

Monday, February 25 - Budget recommendations from Board of Selectmen due to Finance Committee

Monday, February 25 – Board and Committee Reports Due – Bylaw IV 2c (6 weeks prior to Town Meeting)

TBD- Joint H-W Fincoms w/HWRSD-Meeting 2

Joint meeting with Wenham to discuss Joint Programs Budget

MARCH

Monday, March 4 –Joint Board of Selectmen and FinCom Meeting – Vote on Recommendations of Articles for ATM; Set Annual Town Election Warrant & Ballot Question(s); Sign Warrant

Wednesday, March 6 – Finance Committee Meeting

Thursday, March 7 – Last day to give Town Clerk written notice of any question to be placed on ballot for ATM (MGL Chapter 54, § 42C – At least 35 days prior to Annual Town Election)

Tuesday, March 12 – Annual Town Meeting Warrant Published – MGL 39 § 10 and Bylaw Chapter I, Section 1.b (At least 7 days prior to ATM); Warrant due to Printer

Wednesday, March 20 – Finance Committee Meeting

Monday, March 25 – ATM PowerPoint information due to the Town Manager’s office

Monday, March 25 – Board of Selectmen Meeting

APRIL

Monday, April 1 – Board of Selectmen Meeting

Wednesday, April 3 – Finance Committee Meeting

Saturday, April 6 – Annual Town Meeting - MGL 39 § 9 and Bylaw Chapter I, Section 2b (First Saturday in April)

Thursday, April 11 – Annual Town Election - MGL 39 § 9 and Bylaw Chapter I, Section 2c (First Thursday after the opening of the Annual Town Meeting)

Monday, April 15 - Town Hall Closed - Patriots Day

Tuesday, April 16 - Town Hall Open 8:00 AM -6:30 PM

Tuesday, April 16 – Board of Selectmen Meeting

Wednesday, April 17 – Finance Committee Meeting

MAY

Wednesday, May 1 – Finance Committee Meeting

Monday, May 6 – Board of Selectmen Meeting – Announcement of Board & Committee Positions
Available

Wednesday, May 15 – Finance Committee & Board of Selectmen Meeting- 3rd Quarter FY19

Monday, May 20 – Board of Selectmen Meeting

Monday, May 27 – Town Hall Closed – Memorial Day

Tuesday, May 28 – Town Hall Open 8:00 AM -6:30 PM

Wednesday, May 29 – Finance Committee Meeting

JUNE

Monday, June 3 – Board of Selectmen Meeting – Annual appointments to Boards & Committees

Wednesday, June 12 – Finance Committee Meeting

Monday, June 17 – Board of Selectmen Meeting

Wednesday, June 26 – Finance Committee Meeting
