

TOWN OF HAMILTON
BUDGET PREPARATION AND MEETING SCHEDULE
FISCAL YEAR 2020

<u>ACTIVITY</u>	<u>DEADLINE</u>
Town Manager, Selectmen and Finance Committee Budget Goals	11/5/18
Budget Instructions Issued to All Department Heads	11/6/18
Distribution of Manpower Sheets	11/30/18
Budget Input (into MUNIS) by Department Heads	11/19/18
Joint H-W Finance Committees with HWRSD (Meeting #1)	12/4/18
Department Budget Reviews with TM, Finance Director and FinCom Liaison	12/10-12/13
Schedule specific department by date and Time	
Town Clerk & Elections	TBD
Public Health	TBD
Inspections	TBD
Planning	TBD
Conservation Commission	TBD
Finance (Including Treasurer & Assessor)	TBD
Emergency Communications	TBD
Public Works	TBD
Fire	TBD
Council on Aging	TBD
Police	TBD
Planning Board to submit zoning articles to BOS	12/17/18
School Superintendent Presents Budget to School Committee	12/19/18
ATM Articles due to Town Manager from town departments	1/14/19
School Committee holds 1st Public Hearing on School Budget	1/16/19
BOS opens warrant for ATM	1/22/19
Presentation and Overview of Town Budget to BOS & FinCom	1/26/18
Joint Meeting with Wenham to discuss Joint Programs Budget	TBD
BOS Zoning Article referrals	2/4/19
Joint H-W Finance Committees with HWRSD (Meeting #2)	2/5/19
School Committee votes to adopt School Budget	2/13/19
BOS Complete Budget Reviews	2/19/19

Draft Warrant Articles to FinCom and Town Counsel	2/20/19
Board and Committee Reports due to Town Clerk, Town Manager	2/25/19
Public Hearing on ATM Warrant Articles – CLOSE Warrant (Includes Citizen Petitions certified by 2/25/19)	2/25/19
Selectmen Vote on Budget and to place Ballot Questions on ballot	2/25/19
Joint BOS and FinCom meeting to set ATM Warrant, vote recommendations	3/4/19
ATM Warrant & Ballot Published (sent to printer)	3/12/19
*FinCom votes their Book of Recommendations to supplement Warrant	3/12 - 3/18
*FinCom Book of Recommendations Published (sent to printer)	3/18/19
ATM PowerPoint Information due to Town Manager's Office	3/18/19
ATM Script drafted with Town Moderator, Town Manager and Town Counsel	3/18 - 3/25
Warrant and Book of Recommendations mailed to residents	3/20/19
FINAL Day for ATM Power Point Information	3/25/19
ATM Script finalized with Town Counsel, Town Moderator, Town Manager BOS and FinCom	4/1/19
Town Meeting	4/6/19

*Denotes proposed new item. Will be working with the FinCom and BOS to develop new tool for FinCom to make recommendations to the Town Meeting.