

Annual Town Meeting & Budget Planning Calendar

FY 16

Date	Milestone	Comment
End-August	Community Preservation Committee Forms Distributed	
September 8 th (Wed)	Capital Planning Forms Distributed	
September 29 th (Mon)	Community Preservation Committee Deadline Preliminary Proposals	Submitted to Finance Director
October 6 th (Mon)	Capital Planning Application Deadline	Submitted to Assistant Town Administrator
October 14 th (Tues)	Operating Budgets Finance Committee's Spending Guideline & Forms Distributed	
October 15 th (Wed)	Capital Planning Review Sessions Begin	Review during Oct/Nov/Dec
October 30 th (Thurs)	Community Preservation Committee Deadline Final Applications	
November 15 th (Saturday)	State of the Town Meeting	
November 17 th (Mon)	Operating Budget Submission Deadline	Submitted to Finance Director
December 10 th (Wed)	1 st Joint Budget Workshop	
January 5 th (Mon)	Selectmen Vote to Open the Warrant	Invitation for Articles
January 21 st (Wed)	2 nd Joint Budget Workshop – L-S Presents Budget to Lincoln	
Mid-January Proposing Jan. 21st	Community Preservation Committee & Capital Planning Committee Finalize Recommendations	
February 9 th (Mon)	Annual Report Deadline	Submitted to BOS
January 29 th (Thurs)	Selectmen Vote to Close Warrant	Deadline for Articles
February 16 th (Mon)	Finance Committee/Selectmen/School Committee Finalize Budgets and Any Potential Override Budget Alternatives	
February 10 th (Tues)	Deadline for Selectmen to Place Questions on Ballot	
February 17 th (Mon)	Finance Committee Report Submitted to Finance Director for Review	
March 2 nd (Mon)	Warrant & Finance Committee Report to Printer	Confirm printing turnaround time
March 2 nd (Mon)	Finance Committee's Annual Budget Hearing	
March 9 th (Mon)	Voter Registration Deadline for Town Meeting & Town Election	
March 19 th (Thurs)	Town Meeting Warrant & Finance Committee Report Mailed	1 Week Min Prior to ATM per Bylaw
March 18 th (Wed)	Moderator's Meeting	
March 25 th (Wed)	Moderator's Meeting	
March 28th (Sat)	Annual Town Meeting	
March 30 th (Mon)	Annual Town Election – 7:30 a.m. Smith School Gym	
March 31 st (Tues)	2 nd Town Meeting Session (if necessary)	

