

Annual Town Meeting & Budget Planning Calendar

FY 15

Date	Milestone	Comment
August 15 th (Thurs)	Community Preservation Committee Forms Distributed	
September 4 th (Wed)	Capital Planning Forms Distributed	
September 30 th (Mon)	Community Preservation Committee Deadline Preliminary Proposals	Submitted to Finance Director
October 3 rd (Thurs)	Capital Planning Application Deadline	Submitted to Assistant Town Administrator
October 9 th (Wed)	Capital Planning Review Sessions Begin	Review during Oct/Nov/Dec
October 10 th (Thurs)	Operating Budgets Finance Committee's Spending Guideline & Forms Distributed	
October 15 th (Tues)	State Primary Election (Special for US Congress)	
October 30 th (Wed)	Community Preservation Committee Deadline Final Applications	
November 9 th	State of the Town Meeting	
November 14 th (Thurs)	Operating Budget Submission Deadline	Submitted to Finance Director
December 11 th (Wed)	1 st Joint Budget Workshop	
January 3 rd (Fri)	Annual Report Deadline	Submitted to BOS
January 6 th (Mon)	Selectmen Vote to Open the Warrant	Invitation for Articles
January 8 th (Wed)	2 nd Joint Budget Workshop – L-S Presents Budget to Lincoln	
Mid-January Proposing Jan. 22nd	Community Preservation Committee & Capital Planning Committee Finalize Recommendations	
January 27 th (Mon)	Selectmen Vote to Close Warrant	Deadline for Articles
February 10 th (Mon)	Finance Committee/Selectmen/School Committee Finalize Budgets and Any Potential Override Budget Alternatives	
February 11 th (Tues)	Deadline for Selectmen to Place Questions on Ballot	
February 18 th (Tues)	Finance Committee Report Submitted to Finance Director for Review	
February 28 th (Fri)	Warrant & Finance Committee Report to Printer	Confirm printing turnaround time
March 11 th (Tues)	Voter Registration Deadline for Town Meeting & Town Election	
March 17 th (Mon)	Finance Committee's Annual Budget Hearing	
March 19 th (Wed)	Town Meeting Warrant & Finance Committee Report Mailed	1 Week Min Prior to ATM per Bylaw
March 19 th (Wed)	Moderator's Meeting	
March 26 th (Wed)	Moderator's Meeting	
March 29th (Sat)	Annual Town Meeting	
March 31st (Mon)	Annual Town Election – 7:30 a.m. Smith School Gym	
April 1 st (Tues)	2 nd Town Meeting Session (if necessary)	

Capital Planning Committee Planning Calendar

FY 15

Date	Milestone	Comment
September 4 th (Wed)	Invitation to Submit Applications & Forms Distributed	
October 3 rd (Thurs)	Application Deadline	Submitted to Capcom. Attn: Assistant Town Administrator
October 9 th (Wed)	Capital Planning Review Sessions Begin	Review during Oct/Nov/Dec
Month of October	Review Sessions w/Applicants	TBD
Month of November	Review Sessions w/Applicants	TBD
Month of December	Review Sessions w/Applicants	TBD
December 11 th (Wed)	1 st Joint Budget Workshop	Capcom. may be asked to provide overview
January 3 rd (Fri)	Annual Report Deadline	Capcom. does include a report on prior year's activities
Mid-January Proposing January 22nd	Finalize Recommendations	Leaves 3-4 weeks for Fincom. to incorporate into writing of its report
February 11 th (Tues)	Deadline for Selectmen to Place Questions on Ballot	If Ballot is "capital" in nature, needs to be coordinated w Capcom.
February 18 th (Tues)	Finance Committee Report Submitted to Finance Director for Review	Fincom. needs Capcom. input in order to comment on key capital items
February 28 th (Fri)	Warrant & Finance Committee Report to Printer	
March 17 th (Mon)	Finance Committee's Annual Budget Hearing	Capcom. <u>not typically</u> a presenter
March 19 th (Wed)	Moderator's Meeting	Capcom. Chair attends
March 20 th	Town Meeting Warrant & Finance Committee Report Mailed	Detailed Capital Table sometimes included in warrant and sometimes not?
March 29th (Sat)	Annual Town Meeting	
March 31st (Mon)	Annual Town Election – 7:30 a.m. Smith School Gym	
April 1 st (Tues)	2 nd Town Meeting Session (if necessary)	

Community Preservation Committee Planning Calendar

FY 15

Date	Milestone	Comment
August 15th	Invitation to Submit Applications & Forms Distributed	
September 30th (Mon)	Preliminary Application Deadline	Submitted to CPC Attn: Finance Director
October 30th (Wed)	Final Proposal Deadline	
Month of October	Review Sessions w/Applicants	TBD
Month of November	Review Sessions w/Applicants	TBD
Month of December	Review Sessions w/Applicants	TBD
December 11 th (Wed)	1 st Joint Budget Workshop	CPC may be asked to provide overview
January 3 rd (Fri)	Annual Report Deadline	CPC Summary of Prior Year is included
Mid-January Proposing January 22nd	Finalize Recommendations Formal Public Hearing	Leaves time for Fincom to comment in their report
February 18 th (Tues)	Finance Committee Report Submitted to Finance Director for Review	Fincom. Report does include proposed capital plan and commentary
February 28 th (Fri)	Warrant & Finance Committee Report to Printer	CPC article sometimes general and sometimes includes detailed table
March 17 th (Mon)	Finance Committee's Annual Budget Hearing	Capcom. <u>not typically</u> a presenter
March 19th (Wed)	Moderator's Meeting	CPC Chair attends
March 20 th (Thurs)	Town Meeting Warrant & Finance Committee Report Mailed	Detailed Capital Table sometimes included in warrant and sometimes not?
March 29th (Sat)	Annual Town Meeting	
March 31st (Mon)	Annual Town Election – 7:30 a.m. Smith School Gym	
April 1 st (Tues)	2 nd Town Meeting Session (if necessary)	