

Proposed Schedule for 2016 Annual Town Meeting

Day	Date	Proposed Activity
Thursday	17-Nov	Issue Capital Improvement Planning Packet to all departments
Thursday	3-Dec	Town Manager presents 5-Year Financial Forecast
Friday	4-Dec	All CIP Forms due
Friday	11-Dec	Town Manager Review of Submitted CIP Requests/ Packet sent to CPC
Friday	30-Dec	Superintendent issues Final Recommended Budget to School Committee
	January	School Committee forwards recommended budget to Town Manager [per Charter]
Tuesday	5-Jan	BOS to Open Warrant for Annual Town Meeting
Friday	15-Jan	CIPC Finalize FY and 5-Year Plan Recommendations
Friday	15-Jan	FY2017 Department Budget Requests due to Town Manager
Thursday	28-Jan	Capital Planning Committee recommendation presented to Finance Committee
Friday	5-Feb	Town Manager's Budget Recommendation Distributed
Thursday	11-Feb	Town Manager's Budget Presentation
Thursday	18-Feb	Finance Committee Budget Review (Special Meeting)
Thursday	25-Feb	Finance Committee Budget Review
Thursday	3-Mar	Finance Committee Budget Review (Special Meeting)
Thursday	10-Mar	Finance Committee Budget Review
Friday	11-Mar	Notice of Public Hearing Posted in Lunenburg Ledger [send notice on Monday, 03/7/16]
Monday	14-Mar	Town Caucus (tentative date)
Thursday	17-Mar	Finance Committee Budget Review (Special Meeting)
Thursday	24-Mar	Finance Committee Public Hearing on Budget
Friday	25-Mar	Close Annual Town Meeting Warrant @ 4:00 p.m.
Thursday	31-Mar	FinCom Final Votes on all Warrant Articles
Tuesday	5-Apr	BOS Final Votes on all Warrant Articles Five Copies of Warrant for BOS signature, once signed give to Town Clerk for posting
Wednesday	6-Apr	Finance Committee Report for Warrant to BOS Office
Monday	11-Apr	Final Warrant to Printer
Thursday	21-Apr	Warrant Mailed to Residents
Monday	25-Apr	Prepare Motion Sheet Town Counsel to review Motions
Monday	2-May	Meeting with Moderator, Town Counsel to review motions
Saturday	7-May	Annual Town Meeting
Saturday	21-May	Annual Town Election