

TOWN OF MARSHFIELD

Town Meeting Calendar and Budget Schedule – FY2011

<u>Due Date</u>	<u>Item</u>
<u>October 7, 2009</u>	Distribution of budget forms and instructions to all Town Departments Review Preliminary 5 year Fiscal Forecast. Preliminary review of FY 2010 revenue estimates by Fiscal Team; Collector/Treasurer, Town Accountant, Chief Assessor and Town Administrator, Superintendant and Business Manager.
<u>November 30, 2009</u>	Operational budget draft due to Nancy Holt Collector, with copy to Town Administrator Information regarding budget input will be provided by the Collector Treasurer.
<u>November 14, 2009</u>	Capital Budget submissions due to Board of Selectmen's office. ¹
<u>November 20, 2009</u>	Capital Budget submissions due to Capital Budget Committee. ²
<u>December 3 - 18, 2009</u> heads.	Town Administrator will review budgets with department
<u>December 17, 2009 - January 5, 2010</u>	The Board of Selectmen will meet with the Town Administrator and Department Heads to review FY2010 Operational and Capital Budget requests
<u>December 7, 2009</u>	Board of Selectmen announces Opening and Closing of the Annual Town Meeting Warrant and publication in local news paper. ³

Annual Town Meeting
WARRANT OPENS JANUARY 4, 2010
CLOSES JANUARY 25, 2010

¹ Town Charter Article 5 Section 5-6

² Town Charter Article 5 Section 5-6

³ Town Charter Article 2 Section 2-4 (b)

<u>January 4, 2010</u>	The Board of Selectmen will meet with the Town Administrator and larger departments as needed to discuss the FY 11 budget and the Board of Selectmen will review the revenue forecasts with the Town Administrator.
<u>January 4, 2010</u>	Annual Town Meeting Warrant Opens ⁴
<u>January 11, 2010</u>	Preliminary Budget Overview / Presentation with the Board of Selectmen and Advisory Board
<u>January 25, 2010</u>	FY 2011 Budget Presentation by the Town Administrator of Board of Selectmen's approved operating and capital budget. ⁵ The Board of Selectmen will submit their recommended budget to the Advisory Board and the recommended capital improvement plan to the Advisory Board and Capital Budget Committee.
<u>January 25, 2010 to March 3, 2010</u>	The Advisory Board conducts formal hearings to determine recommendations on the Town budgets and warrant articles for the Annual Town Meeting.
<u>January 25, 2010</u>	Annual Town Meeting Warrant Closes 4:00 PM ⁶
<u>February 8, 2010</u>	Special Town Meeting Warrant opens ⁷
<u>February 18, 2010</u>	Special Town Meeting Warrant Closes ⁸
<u>March 29, 2010</u>	Annual Town Meeting Warrant available for Public Distribution. ⁹ Posting Special and Annual Town Meeting Warrant ¹⁰

⁴ Town Charter Article 2 Section 2-4 (a)

⁵ Town Charter Article 5 Section 5-2

⁶ Town Charter Article 2 section 2-4 (a)

⁷ Town Charter Article 2 section 2-4 (a)

⁸ Town Charter Article 2 Section 2-4 (a)

⁹ Town General Bylaws Article 1 Section 2

¹⁰ Town Charter Article 2 Section 2-4 (b)

Board of Selectmen / Advisory Board Joint Budget Hearing¹¹

April 9, 2009

Town Meeting Warrant published in the Newspaper ¹²

April 26, 2009

Annual Town Meeting ¹³
Special Town Meeting

Dates are subject to change depending upon unforeseen circumstances and emergencies. Locations to be announced where applicable. Special Town Meeting only applicable if called by the Board of Selectmen or citizen's petition.

¹¹ Town Charter Article 5 Section 5-5 (a)

¹² Town Charter Article 2 Section 2-3

¹³ Town Meeting - Article 70 April 24, 1978 Annual Town Meeting