



FY18 Budget Development Process (v.01)

	Event	Date
1	Initial Selectboard Discussion on Budget Goals, Presentation of Draft Capital Improvement Program and Budget	October 3rd
2	Town Administrator Distributes Budget Worksheets to Department Heads for Development	October 4th
3	Annual/Budget Meetings with Boards, Committees, and Commissions	October 17th, November 7th and 21st
4	Continued Review of and Discussion on Capital Improvement Program and Budget	October 17th
5	"Approval" (conceptual) of Capital Improvement Program and Budget	November 7th
5	Budget Meetings with Department Heads	November 1st through 11th
6	Town Administrator's Initial FY2017 Budget and Capital Budget Presentation to the Selectboard	December 5th
7	Department Presentations - Police, Fire, Clerk/Treasurer/Elections, Recreation, Assessor	December 5th
8	Department Presentations - Highway, Planning and Zoning, Town Administrator (including insurances, debt service, and all other budget categories not covered elsewhere)	December 19th
9	Selectboard Budget Work Sessions	January 2nd, 9th, and 16th (if needed)
10	Selectboard Sets Budget, Approves (final) Capital Improvement Program and Budget	January 23rd
15	Selectboard Warns Town Meeting	January 30th