



*Town of Boothbay*  
*Office of the Town Manager*  
**James D Chaousis II**

To: Board of Selectmen  
From: James D Chaousis II  
Date: 9/20/2014  
Sub: FY 2016 Budget Timeline with STM Considerations

Here is a timeline suggested for the creation of the FY 2016 budget. There are important dates that we should be aware of in order to create a budget that can be implemented at the Annual Town Meeting. This is merely a suggested timeline as there is room to maneuver meetings and discussions to other days.

**Special Town Meeting Considerations**

10/08/2014- Regular Board of Selectmen Meeting  
10/17/2014- STM- Public Hearing Notice Deadline (7 days prior to hearing)  
Post Warrant in Newspaper  
10/22/2014- Regular Board of Selectmen Meeting  
10/24/2014- STM- Public Hearing Deadline (10 days prior to vote)  
11/04/2014- Gubernatorial Election

**Annual Town Meeting Considerations**

October- Goals and Objectives Workshops with Selectmen  
November- Budget Workshops with Departments  
11/26/2014- Thanksgiving conflict with 2<sup>nd</sup> November Meeting  
12/10/2014- Town Manager Budget Plan Presentation  
12/24/2014- Christmas conflict with 2<sup>nd</sup> December Meeting  
01/14/2015- BOS Meeting- Budget deliberation  
01/19/2015- Advertised that nomination papers are available  
01/28/2015- BOS Meeting- Operating Department Meetings  
02/04/2015- Nomination papers are available at the Town Office  
02/11/2015- BOS Meeting- Fire Department Review  
02/25/2015- BOS Meeting- Funding Request Reviews  
03/11/2015- BOS Meeting- Budget Deliberations  
03/19/2015- Nomination Papers Due  
03/25/2015- Ballots due to Printers  
03/25/2014- BOS Meeting- Final Adjustments  
Town Report to Printers  
04/01/2015- Ballots returned from Printers  
04/17/2015- Last opportunity to post a Public Hearing prior to the Annual Town Meeting  
04/20/2015- Post Annual Town Meeting Warrant  
04/24/2015- Last Opportunity to execute a Public Hearing Prior to Annual Town Meeting  
05/04/2015- Annual Town Meeting