

**Appendix I  
2019/2020 BUDGET CALENDAR**

<b>ACTIVITY</b>	<b>LATEST DATE PER TOWN CHARTER</b>	<b>RECOMMENDED DATE</b>
Capital Budget forms prepared & sent out.		October 16, 2018
Completed Capital Budget forms returned to Town Manager (including Board of Education)		December 7, 2018
Operating Budget forms prepared & sent out.		November 16, 2018
Completed Operating Budget forms returned to Town Manager (excluding Board of Education)	March 12, 2019	December 28, 2018
Capital Budget discussion & presentation before Council		January-February 2019
Operating Budget meetings with Town Manager, Departments, Boards		Jan. 7-Jan 31, 2019
Capital Budget forwarded to Planning & Zoning		February 20, 2019
Board of Education Budget <u>totals</u> to Town Manager	March 12, 2019	February 15, 2019
Planning & Zoning 8-24 Review		February 25, 2019
Board of Education Budget filed with Town Clerk & forwarded to Town Council	March 12, 2019	February 22, 2019
Town Manager's Proposed Operating & Capital Budget to Town Council & Town Clerk (filed)	March 23, 2019	March 4, 2019
Public Copies for Hearing Available	April 16, 2019	March 4, 2019

**2019/20 BUDGET CALENDAR (Continued)**

<b>ACTIVITY</b>	<b>LATEST DATE PER TOWN CHARTER</b>	<b>RECOMMENDED DATE</b>
Legal Notice on Hearing	April 16, 2019	February 25, 2019
Public Hearing on Town, School & Capital Budget	April 22, 2019	March 7, 2019
Council meets with Board of Education on Budget		March 11, 2019
Council Budget Adjustments		March 4-April 1, 2019
Council's Final Adjustments & Budget Adoption & Warning of Town Meeting		April 1, 2019
Document Preparation		April 2-5, 2019
Legal Notice to Paper		April 11, 2019 AM Latest
Annual Meeting Legal Notice	April 16, 2019	April 16, 2019
Annual Town Meeting	April 27, 2019	April 27, 2019
Adjourned Town Meeting/ Referendum	May 7, 2019	May 7, 2019

**NOTE: SCHOOL VACATION DATES**

February 18, 19  
 March 8  
 April 15-19 Spring Break