



# Town of Erving

## FY2020 Budget Development Calendar

*This document is subject to change as new information becomes available*

Date	Action/Meeting	Location & Time
<b>September 2018</b>		
Monday, September 24, 2018	Joint Board of Selectmen & Finance Committee Meeting: <b>Discuss budget goals and guidance</b>	
Thursday, September 27, 2018	FY2019 Budget Goals and Guidance sent to Departments	
Thursday, September 27, 2018	Capital Improvement Requests Forms and Instructions sent to Department Heads	
<b>October 2018</b>		
Thursday, October 18, 2018	<b>Capital Improvement Requests due</b>	<b>Board of Selectmen's Office by 5:00PM</b>
Thursday, October 18, 2018	Operating Budget Request forms and Instructions sent to Department Heads	
Monday, October 22, 2018 - Friday, November 16, 2018	Capital Planning Committee Reviews Request & Meets with Department Heads	
<b>November 2018</b>		
Thursday, November 15, 2018	<b>Operating Budget Requests Due</b>	<b>Board of Selectmen's Office by 5:00PM</b>
Monday, November 26, 2018	Draft Operating and Capital Budget Requests sent to Board of Selectmen and Finance Committee	
<b>December 2018</b>		
Monday, December 3, 2018	Joint Board of Selectmen, Finance Committee, & Capital Planning Committee Meeting: <b>Capital Projects</b>	
Monday, December 10, 2018	Joint Board of Selectmen & Finance Committee Meeting: <b>General Government</b> Selectmen, Finance Committee, Accountant, Assessors, Treasurer, Tax Collector, Information Technology, Personnel, Town Clerk, Land Use, Building & Ground Maintenance, Insurance, Elected Officials	
Monday, December 17, 2018	Joint Board of Selectmen & Finance Committee Meeting: <b>Public Safety &amp; Public Works</b>  Police, Fire, Inspections Program, Emergency Management, Animal Control, Highway, Solid Waste, Wastewater & Water	
<b>January 2019</b>		
Monday, January 7, 2019	Joint Board of Selectmen & Finance Committee Meeting: <b>Human Services, Culture &amp; Recreation</b> Board of Health, Council on Aging, Veterans Services, Library, Recreation, Historical Commission, Memorial Day Services	
Monday, January 21, 2019	Joint Board of Selectmen & Finance Committee Meeting: <b>Benefits, Insurance &amp; Assessments</b> Retirement, Unemployment Insurance, Health & Dental, Property & Liability, FRCOG Assessment	
Monday, January 28, 2019	Joint Meeting: Open	
<b>February 2019</b>		
Monday, February 4, 2019	Joint Meeting: Open	
Monday, February 11, 2019	Joint Board of Selectmen & Finance Committee Meeting: <b>Education</b> <b>School, &amp; Secondary Education</b> <b>Franklin County Technical School</b>	
Monday, February 25, 2019	Joint Meeting: Open	
Wednesday, February 27, 2019	<b>ATM Warrant Article Requests due</b>	<b>Board of Selectmen's Office by 5:00PM</b>
<b>March 2019</b>		
Monday, March 4, 2019	Joint Meeting: Open	
Monday, March 11, 2019	Joint Board of Selectmen & Finance Committee Meeting: Final FY2019 Budget Review and Adoption for ATM	
Monday, March 18, 2019		
Monday, March 25, 2019	Board of Selectmen Finalize Annual Town Meeting Warrant	
<b>April 2019</b>		
Thursday, April 11, 2019	Budget & Annual Town Meeting Warrant mailed to Residents	
<b>May 2019</b>		
Wednesday, May 1, 2019	<b>Annual Town Meeting</b>	