

**FY2019 CAPITAL BUDGET
Draft Proposed Timeline – August 4, 2017**

2018/2019 Schedule	Task
August 7 – September 8	Department Heads develop FY19 budget requests.
Friday, September 8	FY19 capital budget requests submitted to Town Manager (sooner, if available)
September 8 – October 6	Town Manager reviews requests with Department Heads. Facilities capital requests reviewed and prioritized with Facilities Assessment Team (Director of Public Works Planning & Facilities Assessment Consultant).
Friday, October 6	Town Manager Distributes First Draft of Capital Budget to Infrastructure Committee and Posts In Meeting Packet
Thursday, October 12	Infrastructure Committee Reviews First Draft of Capital Budget. All departments present requests. An additional meeting of the Committee may need to be scheduled in October or early November, depending on the amount of work to be done to finalize the capital budget.
Thursday, November 9	Infrastructure Committee Finalizes Recommendation on Capital Budget
Tuesday, November 14 Regular Selectboard Meeting	Report from Infrastructure Committee on Capital Budget Request
Wednesday, November 22	First Draft of FY19 budget posted on website & distributed to Selectboard.
Tuesday, November 28 Regular Selectboard Meeting	<ul style="list-style-type: none"> ▪ Brief overview of budget in preparation for detailed reviews in December ▪ The presentation will include a summary of preliminary “major drivers” for FY2019 (“major drivers” are changes in revenue and expense items known or anticipated for the coming fiscal year).
Tuesday, December 12 & Tuesday, December 26 Regular Selectboard Meetings <i>From time to time, the Board has chosen to re-schedule the meeting held the fourth Tuesday in December to either the week before or the week after the holiday week</i>	<ul style="list-style-type: none"> ▪ Continue review of budget review ▪ Finalize budget for Public Hearing at the Board’s regularly-scheduled meeting on January 9 or a special meeting on January 16 (at least 7-day notice required).
Tuesday, January 9 Regular Selectboard Meeting or Tuesday, January 16, Special Selectboard Meeting	Selectboard conducts Public Hearing on FY19 Budget. Public hearing must be 40 days before Town Meeting. (January 25 th is 40 days before Town Meeting).

Tuesday, January 23 Regular Selectboard Meeting	Selectboard finalizes FY19 budget & signs warrant for Town Meeting.
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