

**TOWN OF DAMARISCOTTA
BUDGET CALENDAR
Fiscal Year 2020 MUNICIPAL BUDGET**

Thursday December 27, 2018	Instructions for preparation of Operating Budget and Five Year Capital Improvement (CIP) requests sent to department heads
Wednesday January 16, 2019	Tentative: Joint Board of Selectmen and Budget Committee Meeting 4:30 pm @ Municipal Building
Thursday January 24, 2019	Department heads submit completed Operating Budget and CIP Requests to Town Manager
January 28 through February 6, 2019	Review of 2020 budget requests by the Town Manager with each department head
Thursday February 21, 2019	2020 proposed Budget submitted to Board of Selectmen & Budget Committee. (Place in in-boxes for BOS to pick up) (Or deliver by e-mail)
Selectmen/Budget Committee Review	
Thursday February 28, 2019	Nomination papers for public office available at Town Clerk's Office.
Monday March 4, 2019	Budget Committee Format Review Meeting #1 (2:00p.m.)
Wednesday March 6, 2019	Board of Selectmen Review Meeting #1 (4:00pm @ Town Hall)
Monday March 11, 2019	Budget Committee Review Meeting #2 (2:00p.m. @ Town Hall)
Wednesday March 20, 2019	Board of Selectmen Review Meeting #2 (4:00pm @ Town Hall)
Monday March 25, 2019	Budget Committee Review #3 (2:00p.m. @ Town Hall)
Wednesday March 27, 2019	Additional Board & Budget Committee Meeting if needed (4:00pm @ Town Hall)
Wednesday April 3, 2019	Budget Recap Review #3 @ regular BOS meeting
Thursday April 4, 2019	All ordinance materials must be submitted to Town Manager
Tuesday April 16, 2019	Filing deadline for nomination papers for public office & petitions, <u>5:30p.m.</u> (122 signatures needed on petitions)

Thursday April 25, 2019	Final Town Report material submitted to printer.
Wednesday May 1, 2019	Selectmen finalize budget and Town Meeting Warrant and select nominees for School Board, Cemetery Board, Budget Committee and Sanitary District Board
TBD	STM for Adult Education & Secondary Budget (Superintendents office runs this)
Tuesday June 4, 2019	Post Warrant
Tuesday June 11, 2019	Town Report Available at Town Office and online!!
	Election and Town Meeting
Tuesday June 11, 2019	ELECTION DAY (Polls open from 8:00 AM to 8:00 PM)
Wednesday June 12, 2019	TOWN MEETING - 6:30 PM - GSB School Cafeteria

Notes: Times and dates of meetings subject to change according to Selectmen & Budget Committee.