

# **FINAL**

## **TOWN OF PITTSFIELD**

### **2020**

#### **Municipal Budget Calendar**

*Please note:*

*All Town Council meetings including workshops are scheduled at 6:30 pm*

*All Finance Committee meetings are scheduled at 4:00 pm except 09/26/2019 which has been scheduled at 3:30 pm.*

<u><b>Due Date</b></u>	<u><b>Activity/Event</b></u>
07/23/2019	Town Council Budget Workshop for preliminary discussions.
07/30/2019	Town Council Budget Workshop (back-up session if needed).
08/08/2019	Finance Committee Meeting.
By 08/14/2019	Budget forms and instructions to Department Heads, applicable staff and other entities.
08/23/2019	Draft Revenue Budget compiled.
08/29/2019	Finance Committee Meeting.
09/04/2019	Budget requests due to Town Manager's Office, including back-up budget submittal.
09/06/2019 – 09/11/2019	Town Manager/Department Head Conferences (as needed).
09/12/2019	Finance Committee reviews budget requests at their regularly scheduled meeting.
09/13/2019 – 09/20/2019	Town Manager/Department Head Conferences (as needed).
09/26/2019	Finance Committee continues review of budget requests at their regularly scheduled meeting.
09/30/2019	Revenue Budget Finalized.
10/04/2019	Expenditure Budget Compiled.

- 10/07/2019 Overall finances reviewed.
- 10/10/2019 Finance Committee Meeting.
- 10/11/2019 Completed Budgets to Town Councilors.
- 10/22/2019 First Town Council Workshop\*  
General:  
Review of overall expenditure budget  
Review of revenue budget  
Review of capital budget
- 10/31/2019 Finance Committee Meeting.
- 11/06/2019 Workshop after Regular Town Council Meeting:  

-Council	-Municipal Building
-Administration	-Community & Ec Development
-Town Clerk	-Insurances
-Finance	-Codes and Building Inspection
-Assessing	-General Assistance
-Legal	-Unclassified Expenditures
-Elections	
- 11/12/2019 Town Council Workshop:  

-Capital Expenditures
-Debt Service
-Additional
- 11/14/2019 Finance Committee Meeting.
- 11/19/2019 Set public hearing on the annual budget and capital budget for the Regular Council Meeting on 12/17/2019.
- 11/26/2019 Town Council Workshop:  

-Communications	-Animal Control
-Police Department	-Public Works (Highway)
-Fire Department	-Buildings and Grounds
-Streetlights	-Cemeteries
-Airport	-Recreation
-Library	-Theatre
-Municipal Unclassified	-Community/Social Services
- By 11/29/2019 Notification of the public hearing on the budget with a general summary printed in the newspaper.
- 12/10/2019 Additional Town Council Workshop available if necessary.

- 12/12/2019 Finance Committee Meeting.
- 12/17/2019 Public Hearing held on annual budget and capital budget as part of Regular Council Meeting.
- 12/17/2019 After review and/or amendment, budget is approved.
- 12/20 -  
12/31/2019 Compile and print Final Municipal Budget.
- 12/31/2019 Final Municipal Budget Available.

**\*NOTE: If the Town Council finishes an evening's scheduled review, the board reserves the right to continue review of other budgets scheduled for subsequent evenings.**

**Date Drafted: 06/13/2019**

**Approved:**

**Draft #1 for 06/13/2019 Finance Committee, Approved by Finance Committee on this date**

**Draft #2 for 07/16/2019 Council Meeting, Approved by Town Council on this date.**

**Updated 09/12/2019 after Finance Committee Meeting**

**2020 BUDGET CALENDAR**