

# TOWN OF PITTSFIELD

## OFFICIAL

### 2021

## Municipal Budget Calendar

All Town Council Workshops start at 6:30 pm

All Finance Committee Meetings start at 5:00 pm unless noted below or scheduling requires a change to 6:30 pm

<u>Due Date</u>	<u>Activity/Event</u>
8/11/2020	Town Council Budget Workshop for preliminary discussions Including Comprehensive Plan Review.
By 08/14/2020	Budget forms and instructions to Department Heads, applicable staff and other entities.
08/24/2020	Draft Revenue Budget compiled.
08/25/2020	Finance Committee Meeting
09/04/2020	Budget requests due to Town Manager's Office, including back-up budget submittal.
09/07/2020 – 09/11/2020	Town Manager/Department Head Conferences (as needed).
09/14/2020 – 09/18/2020	Town Manager/Department Head Conferences (as needed).
09/22/2020	Finance Committee review of budget requests at their regularly scheduled meeting, time revised to 4:00 pm
09/30/2020	Revenue Budget Finalized.
10/09/2020	Expenditure Budget Compiled.
10/13/2020	Finance Committee Meeting at 6:30 pm.
10/14/2020	Overall finances reviewed.
10/16/2020	Completed Budgets to Town Councilors.

- 10/27/2020**      **Finance Committee Meeting, time revised to 6:00 pm**
- 10/27/2020**      **First Town Council Workshop\***  
**General:**  
           **Review of overall expenditure budget**  
           **Review of revenue budget**  
           **Review of capital budget**  
**Council & Administrative Budgets:**  
           **-Council**  
           **-Administration**  
           **-Town Clerk**  
           **-Finance**  
           **-Assessing**  
           **-Legal**  
           **-Elections**
- 11/04/2020**      **Workshop after Regular Town Council Meeting:**  
           **-Municipal Building**  
           **-Community & Ec Development**  
           **-Insurances**  
           **-Codes and Building Inspection**  
           **-Recreation**  
           **-Library**  
           **-General Assistance**  
           **-Unclassified Expenditures**
- 11/10/2020**      **Finance Committee Meeting.**
- 11/10/2020**      **Town Council Workshop:**  
           **-Capital Expenditures**  
           **-Debt Service**  
           **-Additional Requests**
- 11/17/2020**      **Set public hearing on the annual budget and capital budget for the Regular Council Meeting on 12/15/2020.**
- 11/24/2020**      **Town Council Workshop:**  
           **-Communications**                      **-Animal Control**  
           **-Police Department**                **-Public Works (Highway)**  
           **-Fire Department**                      **-Buildings and Grounds**  
           **-Streetlights**                              **-Cemeteries**
- By 11/30/2020**      **Notification of the public hearing on the budget with a general summary printed in the newspaper.**
- 12/01/2020**      **Additional Town Council Workshop available (if needed).**

**12/08/2020**      **Finance Committee Meeting (if needed).**

**12/15/2020**      **Public Hearing held on annual budget and capital budget as part of Regular Council Meeting.**

**12/15/2020**      **After review and/or amendment, budget is approved.**

**12/21 –**  
**12/31/2020**      **Compile and print Final Municipal Budget.**

**12/31/2020**      **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:      07/10/2020**  
**Approved:          07/21/2020**  
**Revised:            08/04/2020**  
**Revised:            09/08/2020 (meeting time)**

**2021 BUDGET CALENDAR**