

**BUDGET CALENDAR  
FOR FISCAL YEAR 2012-2013**

2012/2013	Required actions	
	Appoint Capital Improvement Advisory Committee	BOS requirements
	CIP gathers info from Town Departments and the Board of Education	BOF requirements
	CIP recommendations to the Board of Selectmen	
	BOS and BOF to discuss budget guidelines	
12/1/2011	Distribute guidelines to include the dates of all required budget submissions	
	<b>"Budget Process" document to taxpayers? ( timing needs to be around BOE distribution)</b>	
1/10/2012	Submission of all budgets to the First Selectman	
	<b>First Selectman to submit the Town Budget to the BOS</b>	
	<b>Town Public Hearing notice published</b>	
1/18/2012	<b>Town Budget Public Hearing(s)</b>	
1/18/2012	<b>Board of Education Budget Public Hearing(s)</b>	
2/16/2012	Budget Presentations to the Board of Selectmen- 5 pm	Town Hall
	Town Clerk, Assessor, Elderly Comm., Human Services, Public Works	
2/18/2012	Budget Presentations to the Board of Selectmen - 9 am ( Saturday)	Town Hall
	Building Comm, Registrar of Voters BB Library, WHP Library, Treasurer's Office	
2/21/2012	Budget Presentations to the Board of Selectmen -5 pm	Town Hall
	Park & Rec., Police Comm, Police Dept, EM, Tax Collector	
2/22/2012	Budget Presentations to the Board of Selectmen - 5 pm	Town Hall
	Fire Marshal, BBFD, WHPFD, EDC, Planning Dept, Bldg Dept, Inland Wetlands	
3/3/2012	Board of Selectmen Budget Workshop- 9 am to 12:30 ( Saturday)	Town Hall
3/5/2012	Board of Selectmen Budget Workshop- 5 pm to 6:45	Town Hall
3/7/2012	Board of Selectmen Budget Workshop- 5 pm to 6:30 pm	Town Hall
3/10/2012	Board of Selectmen Budget Workshop -9 am ( Saturday)	Town Hall
	<b>Superintendent of Schools to submit the BOE budget to the Board of Education</b>	
3/14/2012	The BOS to approve and submit their proposed <b>Town Budget</b> and <b>Budget Message</b> to the BOF.	<b>High School Cafeteria</b>
3/14/2012	Board of Education to approve and submit their proposed <b>BOE Budget</b> and <b>Budget Message</b> to the BOF.	7 p.m.
3/15/2012	<b>BOF Special meeting to develop budget presentation for April 5 Public Hearing</b>	<b>Town Hall 7 pm</b>
	Board of Finance to issue a <b>Public Notice</b> for <b>Public Hearing</b> on the Board(s) of Selectmen and Education's proposed budgets.	
	<b>The Proposed Budgets and Budget Messages</b> shall be printed by the Town and Board of Education and made available in the Town Clerks office and open to public inspection.	
3/22/2012	<b>Board of Finance to conduct a required Public Hearing on Board(s) of Selectmen &amp; Education's Recommended Town Budget before its consideration of said proposed budgets.</b>	
3/26/2012	<b>Board of Finance Workshop - 7pm</b>	<b>Town Hall</b>
3/27/2012	<b>Board of Finance Workshop - 7 pm</b>	<b>Broad Brook Library</b>
3/29/2012	<b>Board of Finance Workshop - 7 pm</b>	<b>Town Hall</b>

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2012/2013	Required actions	
4/3/2012	Board of Finance Workshop - 7 pm	Middle School library
4/11/2012	Board of Finance to issue a <b>Public Hearing Notice on 1st Referendum</b> to include the approved proposed <b>2011/2012 Budgets</b> and recommended <b>Mill Rate</b> . File the approved proposed <b>Budget</b> and recommended <b>Mil Rate</b> with the <b>Board of Selectmen</b> and <b>Town Clerk's</b> office.	
4/12/2012	Joint meeting of Board of Finance, Board of Selectmen and Board of Education to discuss budget / finalize budget	
4/18/2012	Regular BOF Meeting - 7:30 pm	Town Hall
5/8/2012	Submission of the Budgets to Referendum	
5/9/2012	If the 1st Referendum passes, the Board of Finance shall hold a special meeting after the polls close to set the mill rate based upon the approved budgets.	
5/9/2012	If the 1st Referendum Fails, the Board of Finance shall hold a Public Hearing to receive public input on the 2011/2012 proposed budgets for a 2nd Referendum.	
5/9/2012	Board of Finance Budget Workshop to agree on a new proposed 2011/2012 Budgets for 2nd Referendum.	
	Board of Finance to issue a <b>Public Notice on 2nd Referendum</b> to include the approved proposed <b>2011/2012 Budgets</b> and recommended <b>Mill Rate</b> . File the approved proposed <b>Budget</b> and recommended <b>Mil Rate</b> with the <b>Board of Selectmen</b> and <b>Town Clerk's</b> office.	
5/22/2012	If required 2nd Budget Referendum	
5/23/2012	If the 2nd Referendum passes, the Board of Finance shall hold a special meeting after the polls close to set the mill rate based upon the approved budgets.	
5/23/2012	If the 2nd Referendum Fails, the Board of Finance shall hold a Public Hearing to receive public input on the 2011/2012 proposed budgets for a 3rd Referendum.	
5/23/2012	Board of Finance Budget Workshop to agree on a new proposed 2011/2012 Budgets for 3rd Referendum.	
	Board of Finance to issue a <b>Public Notice on 3rd Referendum</b> to include the approved proposed <b>2011/2012 Budgets</b> and recommended <b>Mill Rate</b> . File the approved proposed <b>Budget</b> and recommended <b>Mil Rate</b> with the <b>Board of Selectmen</b> and <b>Town Clerk's</b> office.	
6/12/2012	If required 3rd and Final Budget Referendum	
	If the 3rd Referendum passes, the Board of Finance shall set the 2011/2012 Mill Rate based upon the approved budget. If the 3rd Referendum fails, the Board of Finance shall set the Mill Rate based upon the 2010/2011 Adjusted budget plus 2%.	