

Carlisle 2017 Annual Town Meeting Timeline

RESPONSIBILITY	TASK	FINISH
Board of Assessors	Estimate of New Growth	September 16, 2016
Board of Selectmen/Finance Committee	Joint Meeting with Concord	September 22, 2016
Finance Committee	Preliminary Budget Meetings with Dept. Heads	November 28, 2016
Board of Selectmen/FinCom/LTRC/CPC	Coordination Meeting #1/Preliminary FY17 Budget assumptions	October 11, 2016
Selectmen/Assessors	FY2017 Tax Classification Hearing	November 9, 2016
Board of Assessors	FY2017 Recap submitted to Dept. of Revenue	November 14, 2016
Community Preservation Committee	Preliminary Letter/Guidelines/Dates to Departments	December 2, 2016
Board of Selectmen/FinCom/LTRC/CPC	Coordination Meeting 2/Preliminary FY17 Budget Guideline	December 13, 2016
Finance Committee	Issue Guideline to Depts/Boards/Comms	December 14, 2016
Board of Selectmen	Open Town Meeting Warrant for Articles	December 27, 2016
Board of Selectmen/FinCom/LTRC/CPC	Coordination Meeting #3/Preliminary FY17 Budget requests	January 24, 2017
All Boards/Departments/Interested Parties	Deadline for warrant article submission to BoS	January 24, 2017
Board of Selectmen/FinCom/LTRC/CPC/Moderator	Coordination Meeting #4/ Review Proposed ATM warrant/budget/CPC/LTCRC projects	February 28, 2017
Town Counsel	Draft Warrant to Town Counsel	March 4, 2017
Town Clerk	Town Caucus	March 6, 2017
Board of Selectmen/FinCom/LTRC/CPC/Moderator	Coordination Meeting #5/ Finalize ATM warrant/budget	March 28, 2017
Finance Committee	FinCom Finalize Recommendation/Prepare Book	March 28, 2017
Board of Selectmen	Order Articles/Close Warrant	March 28, 2017
Finance Committee	Warrant to Printer	March 31, 2017
Town Counsel	Draft Motions to Town Counsel	April 7, 2017
Board of Selectmen	Mail Warrant to Residents	April 14, 2017
Board of Selectmen	Post Warrant	April 14, 2017
Finance Committee	Finance Committee Hearing	April 24, 2017
Town Moderator	Town Meeting	May 8, 2017
Town Clerk	Town Election	May 16, 2017