

**TOWN OF AMHERST
FY21 BUDGET TIMELINE**

| DATE | ACTION | DAY/TIME | PRESENTERS/PARTICIPANTS |
|-------------------------------------|--|---------------------|--|
| Summer 2019 | FY21 Budget Discussions | Wednesday 9:00 a.m. | Department Head Meeting - ongoing |
| 30-Aug-19 | GovMax Budget due to Finance Director | Friday Noon | Department Heads |
| 3-Sep-19 | Review of Departmental Budgets | Tuesday | Town Administrator Finance Director |
| 9/4/2019 & 9/5/2019 | Preliminary Budget Meetings | Wednesday/Thursday | Town Administrator Finance Director Department Heads |
| 9-Sep-19 | Strategic Plans presented to Board of Selectmen and Ways & Means | Monday 6:30 p.m. | Mark Reams, Police Department Gail Stout, Tax & Assessing Craig Fraley, Recreation BOS & W&M |
| 23-Sep-19 | Strategic Plans presented to Board of Selectmen and Ways & Means | Monday 6:30 p.m. | Dean Shankle, Administration BOS & W&M |
| 7-Oct-19 | Strategic Plans presented to Board of Selectmen and Ways & Means Discuss/Set Global Assumptions | Monday 6:30 p.m. | Conservation Commission Matt Conley, Fire Rescue Amy Lapointe, Library Nicola Strong, Community Development Eric Hahn, Public Works BOS & W&M |
| 14-Oct-19 | Draft Budget #1 Presentation Review/Discuss Warrant Articles Scheduling for Individual Department Meetings | Monday 6:30 p.m. | Board of Selectmen Members Ways & Means Committee Members Department Heads |
| October 15 through October 25 | Individual Department Meetings | Per Schedule | Board of Selectmen Members Ways & Means Committee Members Department Heads |
| 28-Oct-19 | FY21 Budget Draft #2 FY21 Warrant Articles Draft #1 | Monday 6:30 p.m. | Board of Selectmen Members Ways & Means Committee Members Department Heads |
| 12-Nov-19 | Discussion: Changes to FY21 Budget Changes to FY21 Warrant Articles | Monday 6:30 p.m. | Board of Selectmen Members Ways & Means Committee Members Department Heads |
| 25-Nov-19 | Final Draft FY21 Budget Presented FY21 Warrant Articles Draft Finalized | Monday 6:30 p.m. | Board of Selectmen Members Ways & Means Committee Members Department Heads |
| 13-Jan-20 | FY21 Budget Public Hearing | Monday 6:30 p.m. | Board of Selectmen Members Ways & Means Committee Members Department Heads |
| 27-Jan-20 | Preparation for FY21 Deliberative Session | Monday 6:30 p.m. | Board of Selectmen Members Ways & Means Committee Members |
| 5-Feb-20 | Deliberative Session | Wednesday 7:00 p.m. | Board of Selectmen Members Ways & Means Committee Members Department Heads |
| 10-Mar-20 | Town Elections | Tuesday, All Day | |

** Budget Draft due to BOS and W&M with Agenda package on Friday before board meeting.*