

TOWN OF FAIRHAVEN, Vermont
Budget Preparation Schedule for Fiscal Year 2012 -13 Budget

September 26, 2011

1. **September 26, 2011** - Issue memo and form (spreadsheet) for five-year capital budget. All physical plant major repairs and improvements, Water Department and Sewer Department(capital plan only - no budget), Fire Department, Police Department, Public Works Department, Recreation Department, Clerk, Zoning, Select board .and any projected additional facilities are included with the General Government Capital Budget.
Due October 14, 2011.
2. **September 26, 2011** - Issue budget preparation memo. All Town Departments and (Except enterprise funds – water & sewer) will receive account histories and forms for Operating Budget for FY 2013 with the memo. Department **budgets are due October 14, 2011**, but should be submitted as soon as completed.
3. **November 1, 2011** – First draft of budget delivered to the Board.
4. **November 15, 2011** -- Select Board Meeting. Manager/Select Board will meet with departments having significant budgets, including Public Works, Police, and Recreation. A second meeting will be held on November 29, 2011, if needed.
5. **November 29, 2011** -- Second draft of the budget delivered to the Select Board.
6. **December 13, 2011** – Select Board reviews second draft of budget at meeting.
7. **December 20, 2011** – Board public presentation of budget and public input on budget proposal.
8. **December 27, 2011** -- Board considers public input budget and reviews draft of Annual Town Meeting Warning at Select Board meeting.
9. **January 10, 2012** – All submissions/reports for the Town Report must be to the Town Report Coordinator (Sharon).
10. **January 24, 2012** - Budget finalized by Select Board.
11. **January 26, 2012 (Thursday)** – Last day to file 5% petitions for articles to be on the Warning. Annual Town Meeting Warning approved pending receipt of 5% petitions on the 24th. Select board meets to sign warning (**Special Meeting**).
12. **January 30, 2012 (Monday)** at 5:00 PM – Last day to file nominating petitions.
13. **February 3, 2012** – (Friday) last day to post Annual Town Meeting Warning.
14. **February 7, 2012 (Tuesday) Select Board meeting**
15. **February 15, 2012 (Wednesday)** – Reports must be received from printers.
16. **February 24, 2012 (Friday)** - Last day to mail Annual Report.
17. **March 5, 2012 (Monday)** - Annual Town Meeting
18. **March 6, 2012 (Tuesday) Presidential Primary-Voting hours are 10 AM to 7 PM.**