



# **Town of Hopkinton, NH**

**Town Administrator**

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## **2017 TOWN BUDGET/CAPITAL EXPENSE SCHEDULE**

Monday – August 8	Select Board sets budget goals and Merit Pool amount
Wednesday – August 10	TA letter out to department heads
Friday – August 12	CIP Committee requests out to Department Heads
Friday – September 9	CIP requests due
Thursday – October 6	Budget requests due to Finance Office.
Tues/Wed – October 11 & 12	Department Head budget review with TA and Finance Dir.
Thursday – October 13	Department Head budget summit to present budget to groups and gain feedback on whole budget.
Wednesday – October 19	Initial budget to Select Board
Monday – October 24	<div>Budget presentations to Select Board<ul style="list-style-type: none"><li>• Overview of entire budget</li><li>• Administration<ul style="list-style-type: none"><li>◦ Planning/Zoning</li><li>◦ Town Clerk/Tax Collector</li><li>◦ Human Services</li><li>◦ Finance</li><li>◦ Executive/Assessing/Legal/EDC/Health</li></ul></li><li>• Cemeteries</li><li>• Conservation Commission</li><li>• Library</li><li>• Recreation</li></ul></div>
Tuesday – November 1	<div>Budget presentations to Select Board<ul style="list-style-type: none"><li>• Public Safety<ul style="list-style-type: none"><li>◦ Police/EM/Animal Control</li><li>◦ Fire/Ambulance</li></ul></li><li>• Public Works<ul style="list-style-type: none"><li>◦ Highways</li><li>◦ Buildings &amp; Grounds</li><li>◦ Solid Waste</li><li>◦ Sewer</li></ul></li><li>• Capital expenditures</li><li>• Revenues</li></ul></div>

Monday – November 7	Select Board Budget Work Session
Monday – November 14	Select Board Budget Work Session
Monday – November 21	Select Board Finalize Budget – If Needed
Wednesday – December 7	BudCom – Town Budget Presentation
Wednesday – December 14	BudCom – Town Budget follow-up
Tuesday - February 7	Last Day to submit Petition Warrant Articles
Wednesday – February 8	Public Hearing on Budgets
Tuesday – March 14	Town Meeting - Ballot Portion
Saturday – March 18	Town Meeting – Deliberative Session