

2009 SPRING ANNUAL TOWN MEETING TIMETABLE

DATE	ACTIVITY
November 17, 2008	Capital Budget five year requests to Assistant Town Administrator
November 17, 2008	Timetable & Budget (operating instructions to departments, commissions, committees and boards.
December 2, 2008	BOARD OF SELECTMEN VOTES TO OPEN SPRING TOWN MEETING WARRANT
December 16, 2008	Non-access input requests received by Town Administrator
December 19, 2008	Final date for department, committee, commission & board budgets (operating & capital) entered into system.
December 19, 2008	MUNIS Budget System Lockout at Department Level
January 20, 2009	Last date for Spring Annual Town Meeting warrant article submittal to Board of Selectmen's office.
January 16, 2009	Town Administrator preliminary recommendation
January 21, 2009	Written Petition to Town Administrator for reconsideration
January 27, 2009	SPRING TOWN MEETING WARRANT CLOSES
January 27, 2009	Town Administrator's Operating & Capital Budget recommendations finalized for review.
January 27, 2009	School Committee budget recommendation to Board of Selectmen & Town Administrator
February 2, 2009	Town Administrator's Budget Message to the Selectmen and Finance Committee Joint meeting.
February - March	Capital Budget Committee Review
February -March	Finance Committee and Board of Selectmen review Budget and Warrant
April 6, 2009	Capital Budget Committee Recommendations to Finance Committee
April 13, 2009	Last date for Finance Committee to vote recommendations for inclusion in publication.
April 21, 2009	Input to Town Meeting Member packet received in purchasing office . (200 copies)
April 9, 2009	Advertisement in Walpole Times
April 23, 2009	Finance Committee recommendations mailed to residents. Town meeting member packet distributed to members of Selectmen, Fincom, School Committee and Departments.
May	Finance Committee Public hearing is held
May 4, 2009	SPRING TOWN MEETING BEGINS