



**TOWN OF NORTH ANDOVER  
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**DRAFT - FISCAL YEAR 2011 BUDGET AND 2010 ANNUAL TOWN MEETING CALENDAR**

**Annual Town Meeting - Tuesday May 11, 2010**

COMPLETION DATE	OBJECTIVE	CHARTER/BYLAW REF
September 8, 2009 – Tuesday	Board of Selectmen set calendar for Tuesday May 11, 2010 Annual Town Meeting	
September 21, 2009 – Monday	Town Manager distributes FY2011 Capital Budget Instructions and Request Forms	
September 28, 2009 - Monday	Submission to Town Manager of notice of interest to submit non-monetary articles* for Town Meeting	*Non-monetary articles submitted include proposed new by-laws or revisions to existing by-laws, both General and Land Use (Zoning) that do not have a direct financial or budgetary impact
October 2009	Revenue/Fixed Costs Review Committee conducts initial meeting	Article 25 of May, 2004 Annual Town Meeting, amending Chapter 17 of Town Bylaws
October 5, 2009 - Monday	Board of Selectmen to discuss Fiscal Year 2011 Budget Policy Statement	
October 19, 2009 – Monday	Board of Selectmen to adopt Fiscal Year Budget Policy Statement	(9-2-3) Board of Selectmen issues Budget Policy Statement. On or before November 1 <sup>st</sup>
October 21, 2009 - Wednesday	Completed Capital Improvement Plan Requests returned to Town Manager	
October 30, 2009 - Friday	First Draft of non-monetary articles submission to Town Manager and Town Counsel, Town Moderator and Town Clerk	
November 2, 2009 – Monday	Operating Budget Instruction Manual, guidelines, and forms distributed to Div. /Dept, Boards and Commissions	

November 13,2009 - Friday	School Department Administrators submit budget requests to the Superintendent	
November 23,2009-Monday	Comments on non-monetary articles received by Town Manager and forwarded to submitting Department/Board	
December 7, 2009-Monday	Town Manager presents recommended Capital Improvement Plan	9-5-2 – 150 days Prior to T.M. – Board of Selectmen to act within 30 days
December 17, 2009- Thursday	School Committee begins review of the Superintendent’s Recommended Budget	
December 21 to December 28, 2009	Revenue/Fixed Costs Review Committee to present final report to Town Manager and Finance Committee	Article 25 of May, 2004 Annual Town Meeting, amending Chapter 17 of Town Bylaws
December 28,2009-Monday	Second Draft of non-monetary articles submission to Town Manager and Town Counsel, Town Moderator and Town Clerk	
January 11, 2010– Monday	Completed Departmental Budget requests and non-monetary Articles to be considered by Board of Selectmen for inclusion in warrant returned to Town Manager and Town Clerk	(9-2-4) – 120 days prior to Town Meeting
January 11, 2010 - Monday	Board of Selectmen act on Capital Improvement Plan and submit to Finance Committee	(9-5-2) Act within 30 days of Capital Improvement submission
January 19, 2010 -Tuesday	School Committee holds Public Hearing on FY 2010 Budget	
January 21, 2010 - Thursday	School Committee votes to adopt the FY 2011 Budget	
February 8, 2010 – Monday	Town Manager presents recommended FY2011 Operating Budget to Board of Selectmen & Finance Committee	(9-2-5) – 90 days prior to Town Meeting

March 5, 2010 – Friday	Warrant for 2010 Annual Town Meeting closes (66 Days Prior)	(2-2-2) – Warrant Must Be closed 40 to 75 days prior to Town Meeting
March 8, 2010 - Monday	Board of Selectmen vote to adopt, with or without amendments, the Operating Budget and submit it to the Finance Committee	(9-3-1) 30 days after receipt of Town Manager’s Recommended Budget
March-April 2010 – Date to be determined by Finance Committee	Finance Committee to hold public hearing on Capital Improvement Plan and Operating Budget	(9-6-1) Finance Committee to hold public hearing on budget. No date specified
March 29, 2010 – Monday Night Before Annual Town Election	Board of Selectmen Sign Annual Town Meeting Warrant	Warrant must be posted 7 days prior to meeting and prepared for Town distribution and for Finance Committee Report Publication
April 2, 2010– Friday – Final Proof of Finance Committee Report complete and in final form to printer – Then to mail house for distribution.	Distribution of 2010 Annual Town Meeting Warrant and Finance Committee Report with Finance Committee recommendations to all households	Note: Adequate Preparation time needed to allow for printing, mail house processing, and approvals and proofs. 11,000 households are distributed to. (9-6-1) Ten days prior to Town Meeting
May 11, 2010 - Tuesday	Annual Town Meeting (2-3-1)	Note: Charter designates first Monday in May. BOS voted June 29, 2009 to hold Town Meeting beginning Tuesday May 11, 2010