



Town of Erving

FY2021 Budget Development Calendar

This document is subject to change as new information becomes available

Date	Action/Meeting	Location & Time
September 2019		
Monday, September 16, 2019	Joint Board of Selectmen & Finance Committee Meeting: Discuss budget goals and guidance	
Thursday, September 26, 2019	FY2021 Budget Goals and Guidance sent to Departments	
Thursday, September 26, 2019	Capital Improvement Requests Forms and Instructions sent to Department Heads	
October 2019		
Thursday, October 17, 2019	Capital Improvement Requests due	Board of Selectmen's Office by 5:00PM
Thursday, October 17, 2019	Operating Budget Request forms and Instructions sent to Department Heads	
Monday, October 21, 2019 - Friday, November 15, 2019	Capital Planning Committee Reviews Request & Meets with Department Heads	
November 2019		
Thursday, November 14, 2019	Operating Budget Requests Due	Board of Selectmen's Office by 5:00PM
Tuesday, November 26, 2019	Draft Operating and Capital Budget Requests sent to Board of Selectmen and Finance Committee	
December 2019		
Monday, December 2, 2019	Open Meeting	
Monday, December 9, 2019	Joint Board of Selectmen & Finance Committee Meeting: General Government Selectmen, Finance Committee, Accountant, Assessors, Treasurer, Tax Collector, Information Technology, Personnel, Town Clerk, Land Use, Building & Ground Maintenance, Insurance, Elected Officials	Town Hall Finance Committee & BOS meet separately at 6:30PM Joint meeting at 7:00PM
Monday, December 16, 2019	Joint Board of Selectmen & Finance Committee Meeting: Public Safety & Public Works Police, Fire, Inspections Program, Emergency Management, Animal Control, Highway, Tree Warden, Solid Waste, Wastewater & Water	Senior & Community Center Finance Committee & BOS meet separately at 6:30PM Joint meeting at 7:00PM
January 2020		
Monday, January 6, 2020	Joint Board of Selectmen & Finance Committee Meeting: Human Services, Culture & Recreation Board of Health, Council on Aging, Veterans Services, Library, Recreation, Historical Commission, Memorial Day Services	Senior & Community Center Finance Committee & BOS meet separately at 6:30PM Joint meeting at 7:00PM
Monday, January 13, 2020	Joint Board of Selectmen & Finance Committee Meeting: Benefits, Insurance & Assessments Retirement, Unemployment Insurance, Health & Dental, Property & Liability, FRCOG Assessment	Town Hall Finance Committee & BOS meet separately at 6:30PM Joint meeting at 7:00PM
Monday, January 27, 2020	Joint Board of Selectmen, Finance Committee, & Capital Planning Committee Meeting: Capital Projects	Town Hall Finance Committee & BOS Joint meeting at 7:00PM
February 2020		
Monday, February 3, 2020	Joint Meeting: Open	
Monday, February 10, 2020	Joint Board of Selectmen & Finance Committee Meeting: Education Union 28, Erving Elementary School, & Secondary Education Franklin County Technical School	Erving Elementary School Finance Committee & BOS meet separately at 6:30PM Joint meeting at 7:00PM
Monday, February 24, 2020	Joint Meeting: Open	
Wednesday, February 26, 2020	ATM Warrant Article Requests due	Board of Selectmen's Office by 5:00PM
March 2020		
Monday, March 2, 2020	Joint Meeting: Open	
Monday, March 9, 2020	Joint Board of Selectmen & Finance Committee Meeting: Final FY2019 Budget Review and Adoption for ATM	
Monday, March 16, 2020		
Monday, March 23, 2020	Board of Selectmen Finalize Annual Town Meeting Warrant	
April 2020		
Thursday, April 9, 2020	Budget & Annual Town Meeting Warrant mailed to Residents	
May 2020		
Wednesday, May 6, 2020	Annual Town Meeting	