



**TOWN OF NORTH ANDOVER
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FISCAL YEAR 2010 BUDGET AND 2009 ANNUAL TOWN MEETING CALENDAR

Annual Town Meeting - Tuesday May 12, 2009

COMPLETION DATE	OBJECTIVE	CHARTER/BYLAW REF
August 11, 2008 – Monday	Board of Selectmen set calendar for Tuesday May 12, 2009 Annual Town Meeting.	
September 29, 2008 - 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 2008	Revenue/Fixed Costs Review Committee conducts initial meeting	Article 25 of May, 2004 Annual Town Meeting, amending Chapter 17 of Town Bylaws.
October 6, 2008 – Monday	Town Manager distributes FY10 Capital Budget Instructions and Request Forms.	
October 6, 2008 - Monday	Board of Selectmen to discuss Fiscal Year 2009 Budget Policy Statement	
October 20, 2008 – 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 st .
October 22, 2008 – Wednesday	Completed Capital Improvement Plan Requests returned to Town Manager.	
October 27, 2008 – 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 st .
October 31, 2008 - Friday	First Draft of non-monetary articles submission to Town Manager and Town Counsel, Town Moderator and Town Clerk	
November 3, 2008 – Monday	Operating Budget Instruction Manual, guidelines, and forms distributed to Div. /Dept, Boards and Commissions.	

November 14,2008 - Friday	School Department Administrators submit budget requests to the Superintendent	
November 24,2008-Monday	Comments on non-monetary articles received by Town Manager and forwarded to submitting Department/Board.	
December 15, 2008-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 18, 2008- Thursday	School Committee begins review of the Superintendent’s Recommended Budget	
December 22 to December 29, 2008	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 29,2008-Monday	Second Draft of non-monetary articles submission to Town Manager and Town Counsel, Town Moderator and Town Clerk	
January 12, 2009– 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 12, 2009 - 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 20, 2009 -Tuesday	School Committee holds Public Hearing on FY 2010 Budget	
January 22, 2009 - Thursday	School Committee votes to adopt the FY 2010 Budget	
February 9, 2009 – Monday	Town Manager presents recommended FY2010 Operating Budget to Board of Selectmen & Finance Committee	(9-2-5) – 90 days prior to Town Meeting
	Warrant for 2009 Annual Town Meeting closes (66 Days Prior)	

March 6, 2009 – Friday		(2-2-2) – Warrant Must Be closed 40 to 75 days prior to Town Meeting
March 9, 2009 - 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 2009 – 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 30,2009 – 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 3, 2009 – Friday – Final Proof of Finance Committee Report complete and in final form to printer – Then to mail house for distribution.	Distribution of 2009 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 12, 2009 - Tuesday	Annual Town Meeting (2-3-1)	Note: Charter designates first Monday in May. BOS voted August 11, 2008 to hold Town Meeting beginning Tuesday May 12, 2009.