

**Town of Kennebunkport - Fiscal Year 2021
July 2020 to June 2021 - Budget Development Schedule**

- **October 8, 2019** – Send out all applications to Social Service Agencies.
- **November 14, 2019** – Board of Selectmen to review proposed budget development schedule and *submit priorities and special requests*.
- **November 15, 2019** - Social service agency requests are due.
- **December 2, 2019** –Budget request sent to all departments.
- **December 5, 2019** – Forward all social service agency requests to Budget Board subcommittee.
- **December 6, 2019** - Budget requests sent to all committees and outside agencies.
- **January 3, 2020** – (Friday) All budget requests are submitted to Finance.
- **January 10, 2020** - Budget Board social service agency recommendations are given to Town Manager.
- **January 20, 2020** – Week of – Town Manager meets with all departments.
- **February 3, 2020** – Week of – Town Manager has follow-up meetings with all departments.
- **February 28, 2020** – (Friday) - Town manager submits capital and operating budget to the Board of Selectmen and Budget Board. THIS IS NOT A MEETING. It is a deadline for submitting information.
- **March 5, 2020 (Thursday @ 6:00 PM)** – JOINT MEETING - **Budget Board will meet at 5:30 to elect officers**. Town manager and department heads present overview and department operational budgets to the Board of Selectmen. The Budget Board will attend the meeting to hear all requests.
- **March 12, 2020 (Thursday @ 6:00 PM)** –JOINT MEETING – Presentation of remaining department operational budgets to the Board of Selectmen. The Budget Board will attend the meeting to hear all requests. **(Regular Board of Selectman Meeting to follow at 7 PM.)**
- **March 19, 2020 (Thursday @ 6:00 PM)** – JOINT MEETING - Presentation of department capital requests and town committee, outside agency, and social service requests. The Budget Board will attend the meeting to hear all requests.
- **March 26, 2020 (Thursday @ 6:00 PM)** – SELECTMEN meet to review final budgets and take all recommendation votes. **(Regular Board of Selectman Meeting to follow.)**
- **March 27, 2020 (Friday)** – Submit all budget changes to Budget Board.
- **April 2, 2020 (Thursday @ 6:00 PM)** – BUDGET BOARD meet to review final budgets and take all recommendation votes.
- **April 9, 2020 (Thursday @ 6:00 PM)** – JOINT MEETING – *if necessary* – Last chance to make any adjustments in the budget or their recommendations. **(Regular Board of Selectman Meeting to follow.)**
- **April 17, 2020** – (Friday) Submit town report version of the budget to Arlene.
- **April 23, 2020 (Thursday @ 6:00 PM)** – Board of Selectmen meeting to sign the warrant (Last possible day to sign will be April 23)
- **May 26, 2020** – (Tuesday) Distribution of town reports.
- **June 9, 2020** – (Tuesday) Annual town meeting - elections.
- **June 13, 2020** – (Saturday) Annual town meeting – Consolidated School.