

Board of Finance  
Minutes Special Meeting  
Tuesday, January 6, 2015

**Present:** Jim Blackketter, Maureen Brady, Ed Epstein, Mark McWhinney, Nancy O'Dea-Wyrick, Mark Sebetic.

**Public and Invited Guests:** Bruce Adams, Debbie Devaux, Barbara Herbst, Rick Osborne, Lynn Worthington.

Chairman Nancy O'Dea-Wyrick called the meeting to order at 7:03 p.m.

The Pledge of Allegiance was recited.

**Minutes:** Mr. Blackketter made a motion to accept the minutes of the Dec. 9, 2014 special meeting. Mr. Epstein seconded the motion, and the motion was approved unanimously.

**Correspondence:** Ms. O'Dea-Wyrick noted that there is no correspondence.

**Reports: Tax Collector:** Ms. Devaux provided a written report (attached), including a list of the 2012 delinquent real estate taxes, which total \$32,178. Ms. Devaux said the current tax collection rate is 68.3% to date.

**Board of Education:** Ms. O'Dea-Wyrick said she had corresponded with the Board of Education chairman who said he did not have anything for the Finance Board's meeting.

**Board of Selectmen:** Mr. Adams reported the former Town and Country Chevrolet lot has been sold and an "international sculpture park" is planned for the site. Mr. Adams said the selectmen continue to discuss possible uses of the STEAP funds that were secured to purchase this property and could be used for a similar purpose (attached). Mr. Adams noted the town has applied for three STEAP grants, which should be announced Jan. 15, 2015. The first selectman updated the board on the Carter Road bridge project, noting four households have voiced concern about the project, which is expected to begin in 2016 and is being funded 80% by federal funding.

**Treasurer:** Ms. Herbst said she would give the board quarterly reports by email because the meeting is early in the month.

**Business: FY2014 Annual Report:** Mrs. Ferris emailed the board a draft copy of the report, noting she expects to finish work on the report Jan. 7, 2015. Mr. Adams and Ms. O'Dea-Wyrick agree that 25 printed copies would be sufficient for the Annual Town meeting. Mr. Adams said he would work with Mrs. Ferris on printing copies of the report to have available at the town meeting. Mr. Epstein made a motion to accept the 2013-2014 Annual Town Report. Mr. Sebetic seconded the motion, and the motion was approved unanimously.

**2016 Budget:** Mr. Adams provided a copy of the budget schedule (attached). Ms. O'Dea-Wyrick said the board would work on the budget at its February and March monthly meetings and that she has invited the Board of Education to attend one of these two meetings. Mr. Adams said he does not anticipate any unexpected expenditures in the current fiscal year's budget.

**FY 2016 Capital Plan:** Mr. Adams reviewed changes the Board of Selectmen made to the FY 2016 Five-Year Capital Plan, specifically in FY 2020. Funding for highway truck #5 was increased by \$10,000. The selectmen met with the fire department, which requested Engine 1 be funded at \$150,000 in FY 2020 and FY 2021 and that funding for Truck 8-0 be removed. Mr. Adams said the fire department provided the selectmen with a fleet spreadsheet which he will share with the Finance Board. Mr. Adams reiterated that the \$850,000 in FY 2022 for renovations at Kent Center School are a placeholder, saying that he and Selectman Mike Van Valkenburg, both members of the KCS building committee, agree this level of funding is not necessary. Mr. Sebetic questioned the building committee's responsibility for deciding the scope of a project. Mr. Adams noted the committee has not met in about a year, adding that the school board chairman took over the committee. Mr. Epstein said he wishes other Finance Board members would attend Kent Board of Education meetings so members could hear about regional financial issues that are being discussed. The board discussed the \$100,000 in FY 2020 for Streetscape. Mr. Sebetic said he feels there isn't a solid enough plan in place to justify the Town spending \$100,000 right now. There was discussion about gauging more public feedback, having more discussion at an upcoming town meeting or holding a hearing just to discuss the Streetscape plan as well as inviting the committee to a meeting. Mr. Osborne noted the town would need to start repairs to the sidewalks in town at some point. Ms. Herbst will get information on the \$10,000 increase for rewriting the zoning regulations.

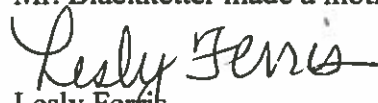
**FY 2014 Audit:** Ms. O'Dea-Wyrick followed-up on the comment in the management letter in the audit regarding computer password controls and confirmed that it is 50 attempts to log-in to the computer system before a user would get locked out. She suggested the selectmen look at modifying the sign-in system. Mr. Adams said the selectmen have discussed changing passwords, and he would check on this.

**Annual Town Meeting January 16:** The first selectman confirmed that the meeting is January 15 at 7 p.m. Ms. O'Dea-Wyrick and Mr. Adams will present for discussion the Five-Year Capital Plan.

**January 20 Board of Finance Meeting:** The board consensus is the board would not need to meet again in January and, therefore, the January 20<sup>th</sup> meeting is canceled. Ms. O'Dea-Wyrick will tell the Town Clerk and Selectman's Administrative Assistant.

**Comments from Public and Invited Guests:** Mr. Adams shared that the Town Hall gingerbread entry won first place in the "best window display" category. Mr. Adams noted that Mrs. Ferris' submission to Camp Business on programming ideas for summer camps was published in the January-February 2015 issue.

Mr. Blackketter made a motion to adjourn the meeting at 8:41 p.m.

  
Lesly Ferris  
Board Clerk

RECEIVED FOR RECORD  
KENT TOWN CLERK

*Minutes are not considered final until approved. Refer to the minutes 2015 Jan 16 for any changes and/or corrections.*

BY

  
TOWN CLERK

## TOP DELINQUENT REPORT

TOWN OF KENT

Year: 2012 To 2012

Recap by Name - Included Suspense : All As of Date: 01/06/2015 Page: 1

BILL#/UNIQUE ID	NAME/ADDRESS/PROP LOC	TAX	B-INT	INTEREST	LIEN	FEE	TOTAL
2012-01-0001087 00051400	LAWLOR NIMALL A & MARYBETH E 53 FLAT ROCK RD SOUTH KENT CT 06785 0000 53 FLAT ROCK RD	12,610.52	0.00	3,026.53	24.00	0.00	15,661.05
<b>TOTAL</b>	<b>1</b> LAWLOR NIMALL A & MARYBETH E <b>53</b> FLAT ROCK RD <b>53</b> FLAT ROCK RD	<b>12,610.52</b>	<b>0.00</b>	<b>3,026.53</b>	<b>24.00</b>	<b>0.00</b>	<b>15,661.05</b>
2012-01-0000840 00138300	JACKSON ROGER PO BOX 336 KENT CT 06757 0000 31 NORTH MAIN ST	3,818.50	0.00	913.74	24.00	0.00	4,756.24
2012-01-0000841 00150500	JACKSON ROGER PO BOX 336 KENT CT 06757 0000 25 NORTH MAIN ST USC	783.19	0.00	152.72	24.00	0.00	959.91
2012-01-0000842 08000003	JACKSON ROGER PO BOX 336 KENT CT 06757 0000 25 NORTH MAIN ST SBMT UB2	59.97	0.00	11.69	24.00	0.00	95.66
<b>TOTAL</b>	<b>3</b> JACKSON ROGER <b>PO</b> BOX 336 <b>25</b> NORTH MAIN ST SBMT UB2	<b>4,661.66</b>	<b>0.00</b>	<b>1,078.15</b>	<b>72.00</b>	<b>0.00</b>	<b>5,811.81</b>
2012-01-0001015 00102400	KLIMCZAK MICHELE 210 RIDGE RD HAMDEN CT 06517 0000 11 UPPER KENT HOLLOW RD	3,209.36	0.00	770.24	24.00	0.00	4,003.60
<b>TOTAL</b>	<b>1</b> KLIMCZAK MICHELE <b>210</b> RIDGE RD <b>11</b> UPPER KENT HOLLOW RD	<b>3,209.36</b>	<b>0.00</b>	<b>770.24</b>	<b>24.00</b>	<b>0.00</b>	<b>4,003.60</b>
2012-01-0000627 00165000	GEREG STUART E II 8 KELLOGG RD FALLS VILLAGE CT 06031 0000 SOUTH KENT RD	2,994.04	0.00	718.57	24.00	0.00	3,736.61
<b>TOTAL</b>	<b>1</b> GEREG STUART E II <b>8</b> KELLOGG RD <b>SOUTH</b> KENT RD	<b>2,994.04</b>	<b>0.00</b>	<b>718.57</b>	<b>24.00</b>	<b>0.00</b>	<b>3,736.61</b>
2012-01-0001164 00093500	MAHONEY MATTHEW P & ESTELLE P PO BOX 894 KENT CT 06757 0000 383R KENT CORNWALL RD	2,725.28	0.00	654.06	24.00	0.00	3,403.34

## TOP DELINQUENT REPORT

## TOWN OF KENT

Year: 2012 To 2012

Recap by Name - Included Suspense : All As of Date: 01/06/2015 Page: 2

BILL# / UNIQUE ID	NAME / ADDRESS / PROP LOC	TAX	B-INT	INTEREST	LIEN	FEE	TOTAL
<b>TOTAL</b>	<b>1</b>	<b>MARONEY MATTHEW P &amp; ESTELLE P</b>					
	PO BOX 894	2,725.28	0.00	654.06	24.00	0.00	3,403.34
	383R KENT CORNWALL RD						
2012-01-0000290	CASEY J E TR BETWEEN G E CASEY DONOR	2,244.10	0.00	538.58	24.00	0.00	2,806.68
00116300	PO BOX 152						
	KENT CT 06757 0000						
	14 LOCUST LA						
<b>TOTAL</b>	<b>1</b>	<b>CASEY J E TR BETWEEN G E CASEY DONOR</b>					
	PO BOX 152	2,244.10	0.00	538.58	24.00	0.00	2,806.68
	14 LOCUST LA						
2012-01-0001439	PETTIT MICHAEL WILLIAM	2,696.32	0.00	40.45	0.00	0.00	2,736.77
00003700	44 OLD STATE RD						
	NEW MILFORD CT 06776 0000						
	432A SEGAR MTN RD						
<b>TOTAL</b>	<b>1</b>	<b>PETTIT MICHAEL WILLIAM</b>					
	44 OLD STATE RD	2,696.32	0.00	40.45	0.00	0.00	2,736.77
	432A SEGAR MTN RD						
2012-01-0001338	NICOLAS HARRY	1,004.43	0.00	45.20	0.00	0.00	1,049.63
00063900	PO BOX 421						
	WESTBURY NY 11590 0000						
	132 GORHAM RD						
<b>TOTAL</b>	<b>1</b>	<b>NICOLAS HARRY</b>					
	PO BOX 421	1,004.43	0.00	45.20	0.00	0.00	1,049.63
	132 GORHAM RD						
2012-01-0000126	BAUM MARJORIE ADELINE	8.67	0.00	2.47	24.00	0.00	35.14
00007500	7101 EUBANK BLVD NE #6						
	ALBUQUERQUE NM 87122 3385						
	BALD HILL RD						
<b>TOTAL</b>	<b>1</b>	<b>BAUM MARJORIE ADELINE</b>					
	7101 EUBANK BLVD NE #6	8.67	0.00	2.47	24.00	0.00	35.14
	BALD HILL RD						
2012-01-0000678	HAGER BENJAMIN I & MINA	24.00	0.00	2.52	0.00	0.00	26.52
00070000	2039 CRUGER AVE						
	BRONX NY 10462 0000						
	HIGHLAND RD						
<b>TOTAL</b>	<b>1</b>	<b>HAGER BENJAMIN I &amp; MINA</b>					
	2039 CRUGER AVE	24.00	0.00	2.52	0.00	0.00	26.52
	HIGHLAND RD						

# TOP DELINQUENT REPORT

TOWN OF KENT

Year: 2012 To 2012

Recap by Name - Included Suspense : All As of Date: 01/06/2015 Page: 3

BILL#/UNIQUE ID	NAME/ADDRESS/PROP LOC	TAX	B-INT	INTEREST	LIEN	FEE	TOTAL
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GRAND TOTAL	12	32,178.38	0.00	6,876.77	216.00	0.00	39,271.15
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# **GRAND RATEBOOK BALANCE SHEET REPORT** **TOWN OF KENT** **GRAND LIST YEAR 2013**

Page: 4

Year: 1998 To 2013, Pay Date: 01/06/2015, Time: 01/06/2015 02:22:02 pm Conditions: Recap By Year: Yes Recap By Dist: No Act/Susp: Active & Suspende (Separated), Cycle: 00 To 00, Type: TOWN, Bill Type: 14 CODE T YEAR/TYPE ACTS BEGINNING BALANCE INC. LAWFUL CORRECTIONS DEC. COLLECTIBLE TAXES CURRENT SUSPENSE TAXES/BIYI INTEREST PAID L+FEES PAID TOTAL PAID OVER UNCOLLECTED TAXES														
(S) PERS PROPE	10	3,137.24	0.00	0.00	3,137.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,137.24
(A) MOTOR	8	693.30	0.00	0.00	693.30	0.00	33.93	26.97	0.00	0.00	60.90	0.00	0.00	659.37
(S) MOTOR VEHI	44	2,983.60	0.00	-10.58	2,973.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,973.02
(A) MV SU	1	1.22	0.00	0.00	1.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.22
(S) MV SUPPLEM	9	700.99	0.00	0.00	700.99	0.00	64.35	43.44	0.00	0.00	107.79	0.00	0.00	636.64
(A) TR: 2009	15	10,475.72	0.00	-105.16	10,370.56	0.00	8,056.17	5,802.99	24.00	0.00	13,883.16	0.00	0.00	2,314.39
(S) TR: 2009	64	9,063.63	0.00	-10.58	9,053.05	0.00	64.35	43.44	0.00	0.00	107.79	0.00	0.00	8,988.70
<b>TOTAL 2009</b>	<b>79</b>	<b>19,539.35</b>	<b>0.00</b>	<b>-115.74</b>	<b>19,423.61</b>	<b>0.00</b>	<b>8,120.52</b>	<b>5,846.43</b>	<b>24.00</b>	<b>0.00</b>	<b>13,990.95</b>	<b>0.00</b>	<b>0.00</b>	<b>11,303.09</b>
(A) REAL	2	7,948.40	0.00	0.00	7,948.40	0.00	7,939.84	4,287.51	24.00	0.00	12,251.35	0.00	0.00	8.56
(S) REAL ESTAT	1	2,281.78	0.00	0.00	2,281.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,281.78
(A) PERS PROPE	6	1,835.30	0.00	-107.04	1,728.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,728.26
(S) PERS PROPE	5	273.86	0.00	0.00	273.86	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	273.86
(A) MOTOR	12	721.65	0.00	0.00	721.65	0.00	30.97	19.05	0.00	0.00	50.02	0.00	0.00	690.68
(S) MOTOR VEHI	37	3,093.45	0.00	-112.88	2,980.57	0.00	86.48	50.59	0.00	0.00	137.07	0.00	0.00	2,894.09
(A) MV SU	2	69.16	0.00	0.00	69.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69.16
(S) MV SUPPLEM	7	215.66	0.00	0.00	215.66	0.00	83.68	42.68	0.00	0.00	126.36	0.00	0.00	131.98
(A) TR: 2010	22	10,574.51	0.00	-107.04	10,467.47	0.00	7,970.81	4,306.56	24.00	0.00	12,301.37	0.00	0.00	2,496.66
(S) TR: 2010	50	5,864.75	0.00	-112.88	5,751.87	0.00	170.16	93.27	0.00	0.00	263.43	0.00	0.00	5,581.71
<b>TOTAL 2010</b>	<b>72</b>	<b>16,439.26</b>	<b>0.00</b>	<b>-219.92</b>	<b>16,219.34</b>	<b>0.00</b>	<b>8,140.97</b>	<b>4,399.83</b>	<b>24.00</b>	<b>0.00</b>	<b>12,564.80</b>	<b>0.00</b>	<b>0.00</b>	<b>8,078.37</b>
(A) REAL	6	14,876.69	0.00	0.00	14,876.69	0.00	14,124.09	4,458.21	72.00	0.00	18,654.30	0.00	0.00	732.60
(S) REAL ESTAT	1	2,281.78	0.00	0.00	2,281.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,281.78
(A) PERS	14	3,775.52	0.00	-807.92	2,967.60	0.00	-72.87	169.56	0.00	0.00	96.69	0.00	0.00	3,040.47
(S) PERS PROPE	3	429.89	0.00	0.00	429.89	0.00	-667.42	0.00	0.00	0.00	0.00	0.00	0.00	429.89
(A) MOTOR	24	7,569.30	0.00	0.00	7,569.30	0.00	191.08	74.52	0.00	0.00	265.60	0.00	0.00	7,378.22
(S) MOTOR VEHI	21	1,828.43	0.00	0.00	1,828.43	0.00	121.73	50.51	0.00	0.00	172.24	0.00	0.00	1,706.70
(A) MV SU	17	1,176.69	0.00	0.00	1,176.69	0.00	377.74	125.90	0.00	0.00	503.64	0.00	0.00	798.95
(S) MV SUPPLEM	3	260.61	0.00	0.00	260.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	260.61
(A) TR: 2011	61	27,398.20	0.00	-807.92	26,590.28	0.00	14,620.04	4,828.19	72.00	0.00	19,520.23	0.00	0.00	11,970.24
(S) TR: 2011	28	4,800.71	0.00	0.00	4,800.71	0.00	-667.42	0.00	0.00	0.00	172.24	0.00	0.00	4,678.98
<b>TOTAL 2011</b>	<b>89</b>	<b>32,198.91</b>	<b>0.00</b>	<b>-807.92</b>	<b>31,390.99</b>	<b>0.00</b>	<b>14,741.77</b>	<b>4,878.70</b>	<b>72.00</b>	<b>0.00</b>	<b>19,692.47</b>	<b>0.00</b>	<b>0.00</b>	<b>16,649.22</b>

**TOWN OF KENT  
GRAND LIST YEAR 2013**

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**separated  
CURRENT**

## SUSPENSE

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**GRAND RATEBOOK BALANCE SHEET REPORT**  
**TOWN OF KENT**  
**GRAND LIST YEAR 2013**

Year: 1998 To 2013, Pay Date: 01/06/2015, Time: 01/06/2015 02:22:32 pm  
 Conditions: Recap By Year: Yes, Recap By Dist: No, Act/Susp: Active & Suspense (Separated), Cycle: 00 To 00, Type: TOWN, Bill Type: 14 CODE X  
 YEAR/TYPE ACTS BEGINNING BALANCE INC. DEC. COLLECTIBLE TAXES CURRENT TAXES/BINT PAID INTEREST PAID L+FEES PAID TOTAL PAID OVER PAID UNCOLLECTED TAXES

\*\*\*REFUND\*\*\*

-15,916.60

0.00

0.00

2013 MAVS \$ 56,618-

2013 Collection Rate 68.3 %

Budget 2013 \$ 9,941,314  
 Collected to date 6866914  
3074373 -to GO

Interest \$ 40,000  
 37,312  
\$ 2688 -to GO

Fees \$ 1,000.  
 576  
\$ 424. -to GO

BACK TAXES \$ 73,378  
 COLLECTED TO DATE



FIVE YEAR TOTALS		FIVE YEAR CAPITAL PLAN					INFORMATIONAL USE				
		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
	<b>BOE PLAN</b>										
	KCS BLDG IMPROVEMENTS	500,000						850,000	300,000		
	WINDOWS			100,000							
600,000	<b>BOE SUBTOTAL</b>	500,000	0	100,000	0	0	0	850,000	300,000	0	0
	<b>BOS PLAN</b>										
	HIGHWAY TRUCKS		180,000	50,000	180,000	100,000					
	HIGHWAY EQUIPMENT										
530,000	<b>TOTAL TOWN FLEET</b>	0	180,000	50,000	180,000	120,000					
	KVFD APPARATUS	125,000		187,500	187,500	150,000					
650,000	<b>TOTAL KVFD FLEET</b>	125,000	0	187,500	187,500	150,000					
	BOTSFORD ROAD										
	FULLER MTN ROAD		290,000								
	KENICO ROAD	125,000	200,000	190,000	85,000						
890,000	<b>TOTAL ROADS</b>	125,000	490,000	190,000	85,000	0					
	BRIDGE 08153										
	BRIDGES 16-20 & 22										
	COVERED BRIDGE										
	BRIDGE #16				100,000	100,000					
	BRIDGE # 05519					250,000					
450,000	<b>TOTAL BRIDGES</b>	0	0	0	100,000	350,000	0	200,000	0	0	0
	EMERY PARK	150,000									
150,000	<b>TOTAL LAND</b>	150,000	0	0	0	0	0	0	0	0	0
	TOWN GARAGE		125,000	75,000	24,000						
	STREETSCAPE					100,000					
	NUTRITION SITE										
	COMMUNITY HOUSE										
	TOWN HALL		77,000	65,000		25,000					
516,000	<b>TOTAL BUILDINGS</b>	0	202,000	140,000	24,000	150,000	25,000	110,000	0	0	50,000
	ZONING REG							25,000	0		
	TOWN PLAN PCOD				15,000	15,000	15,000				
	REVALUATION			25,000	40,000						
95,000	<b>TOTAL NON RECURRING</b>	0	0	25,000	55,000	15,000	15,000	25,000	0	0	0
3,281,000	<b>BOS SUBTOTAL</b>	400,000	872,000	892,500	631,500	785,000	570,000	435,000	215,000	570,000	175,000
FIVE YEAR TOTALS											
3,881,000	<b>BOE &amp; BOS PROJECTED CAPITAL</b>	900,000	872,000	892,500	631,500	785,000	570,000	1,285,000	515,000	570,000	175,000
	<b>BOE &amp; BOS CAPITAL SPEN</b>	900,000	872,000	892,500	631,500	785,000	570,000	1,285,000	515,000	570,000	175,000
	<b>1/5TH OF ANNUAL CAPITAL</b>	180,000	174,400	138,500	126,300	157,000	114,000	257,000	103,000	114,000	35,000
	APPROPRIATION FY 2015-2016	776,200									
	APPROPRIATION FY 2016-2017	710,200									
	APPROPRIATION FY 2017-2018	792,800									
	APPROPRIATION FY 2018-2019	757,300									
	APPROPRIATION FY 2019-2020	745,000									
	APPROPRIATION FY 2020-2021	623,000									
	Approved by the BoS	12/16/14									
	Accepted by the BoF										
	Approved by P/Z										
	Modified and accepted by BoF		Approved at Town Meeting								

## Report to the Kent BOF covering December, 2014

### Town & Country lot

The lot has been purchased by Billy Morrison for \$420,000  
Billy's immediate plans are for an international sculpture park

### \$500,000 STEAP Grant

We still have this grant despite the loss of the T&C lot for which it was granted.  
It is still ours but must be used for a similar purpose. Some possibilities:

1. Purchase the vacant lot behind the RR Station
2. Purchase the RR Station with a business and use a portion.
3. Renovate at the Swift House- not as easy because a change
4. Place a pre fab restroom building in front of the KML

BOS discussed at our meeting earlier today and .....

### 2015 STEAP grants

Applications have been submitted for:

1. Community House
2. 7 Hearths
3. KML

Jan

Announcements are due April 15, 2015

### Carter Road bridge

As reported earlier, this project is federally funded and is slated to be done in 2016.  
We have our required 20% match in the Capital Plan

There is a push from some Carter Road residents to stop or downgrade the project.  
There is little to gain from this and it would likely cost the Town considerably more money.

Bottom line: It must be done and cannot be done anywhere close to the \$290K we have budgeted.

### 2015-16 Budget Schedule

To be distributed

Budget Schedule FY 2015-16					
					Date
Packets for Capital requests distributed to departments & Commissions			early October return by Dec 12		Done
Budget packets to Departments			by Jan 5		
Budget packets returned			by Jan 16		
Packets compiled by Treasurer and provided to BOS by email			By Jan 23		
BOS Budget Workshop #1			2nd week of Feb 9-13		
BOS Budget Workshop # 2			3rd week of Feb 16-20		
BOS budget worshop # 3			last week of Feb 23-27		
BOS budget workshop # 4(if needed)			March 3 (regular BOS meeting)		
final BOS vote on budget			March 3 (regular BOS meeting)		
Presentation of budget to BOF			March 17 BOF meeting		
BOF vote on budget			by end of April		
Public hearing on budget			first week of May		
BOF budget workshop(if needed after hearing)			second week of May		
Budget vote(Town Meeting)			third week May		
<b>Additional info</b>					
Capital Plan to be presented at annual Town Meeting for discussion purposes only.					
Capital Plan to be finalized and adopted before Budget Workshop #1 and provided to BOF as soon as adopted by BOS					
BOS will hopefully receive budget packets 2 weeks before Workshop # 1.					
BOS review packets and for Budget Workshop # 1 have a list of departments that should meet with BOS.					
Invite departments for Workshops 2 & 3 as necessary.					
Use Workshop # 4 to accommodate departments that need night time if Workshops 1-3 have been day					

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BY

*Verlene Brady, TC*  
TOWN CLERK