



Town of Portland, Connecticut

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Equal Opportunity Provider and Employer
Office of the Finance Director

MEMO TO: All Department Heads and Board/Commission Chairs
FROM: Tom E. Robinson, Director of Finance
DATE: December 21, 2016
SUBJECT: Preliminary 2017-2018 Budget Timetable

The following is a tentative and preliminary 2017-2018 budget timetable; this document is subject to change.

1. SUBMISSION OF BUDGET REQUESTS TO THE FIRST SELECTWOMAN

**Electronically to First Selectwoman and hardcopy to Finance Director in format similar to budget book*

Friday January 20, 2017 – All budgets, except for the Board of Education (BOE)
Friday January 27, 2017 – BOE budget

2. SUBMISSION OF FIRST SELECTWOMAN'S BUDGET TO BOS

No later than Wednesday, March 1, 2017

3. PUBLIC HEARING BY BOS ON FIRST SELECTWOMAN'S SUBMITTED BUDGET

Tuesday March 7, 2017 at 7:00 PM, to be held at Portland High School Auditorium (PHS), 95 High Street

4. BOS DEPARTMENT BUDGET WORKSHOPS

Departments, boards, etc. will be informed of the schedule of meetings held at the Portland Public Library Mary Flood Room at 7:00 PM or elsewhere if necessary.

- **Tuesday March 21, 2017** – Department workshops including BOE
- **Wednesday March 22, 2017** – Department workshops
- **Tuesday March 28, 2017** – Department workshops
- **Wednesday March 29, 2017** – Department workshops
- **Tuesday April 4, 2017** – Budget Deliberations
- **Wednesday April 5, 2017** – Budget Deliberations
- **Wednesday April 12, 2017** – BOS meeting: Final adoption of budget

5. TOWN MEETING ON GENERAL FUND OPERATING BUDGET

Monday May 1, 2017 – 1st Monday in May, hearing and amendments at PHS

Monday May 8, 2017 – 1st budget referendum, 6 AM to 8 PM at PMS

Monday May 15, 2017 – 2nd budget referendum (if necessary), 6 AM to 8 PM at PMS

6. SETTING OF MILL RATE

By the BOS within one (1) week of budget adoption