



TOWN OF AMHERST, NH

JANUARY	<p>PUBLIC HEARING for upcoming Fiscal Year Budget (RSA 675:7 - <i>posting must be done in December</i>)</p> <p>Prepare for Deliberative Session</p> <p>Acceptance of Petition Warrant Articles (RSA 33:8-a)</p> <p>Declare Candidacy if seeking re-election (RSA 669:19-21; 652:20; 40:13, VII)</p> <p>Quarter 2 Finance Report</p> <p>Posting of Proposed Budget, Default Budget, and Warrant Articles (RSA 675:3)</p> <p>Review Board Goals</p>
FEBRUARY	<p>DELIBERATIVE SESSION (RSA 40:13, III)</p> <p>Quarterly Department Reports -</p> <p>1st mtg. of the month: Community Development, DPW, Police</p> <p>2nd mtg. of the month: Library, Recreation, Fire Rescue, Tax/Assessing</p> <p>Review Board Goals</p>
MARCH	<p>MUNICIPAL ELECTIONS (RSA 40:13, VII)</p> <p>Board Reorganization</p> <p>Establish Board Goals</p> <p>Board Member Committee Assignments</p> <p>Notice all Town Committees/Commissions/Boards of terms expiring</p> <p>Review Board Goals</p>
APRIL	<p>Town Boards/Committee/Commission Appointments</p> <p>Quarter 3 Finance Report</p> <p>Review Board Goals</p>
MAY	<p>Quarterly Department Reports -</p> <p>1st mtg. of the month: Community Development, DPW, Police</p> <p>2nd mtg. of the month: Library, Recreation, Fire Rescue, Tax/Assessing</p> <p>Review Board Goals</p>
JUNE	Review Board Goals
JULY	<p>Quarter 4 Finance Report</p> <p>Review Board Goals</p>
AUGUST	<p>Quarterly Department Reports -</p> <p>1st mtg. of the month: Community Development, DPW, Police</p> <p>2nd mtg. of the month: Library, Recreation, Fire Rescue, Tax/Assessing</p> <p>Review Board Goals</p>
SEPTEMBER	<p>Strategic Planning Presentations begin</p> <p>Board of Selectmen/Department Head Budget Discussions</p> <p>Review Board Goals</p>
OCTOBER	<p>Strategic Planning Presentations continue</p> <p>Board of Selectmen/Department Head Budget Discussions</p> <p>2nd mtg. of the month: Meet with State Representatives, Senator</p> <p>Quarter 1 Finance Report</p> <p>Review Board Goals</p>
<p>↓ DRAFT BUDGET PREPARATION ↓</p>	
NOVEMBER	<p><i>continue</i> Budget Preparation</p> <p>DRAFT Warrant Articles Prepared</p> <p>Quarterly Department Reports -</p> <p>1st mtg. of the month: Community Development, DPW, Police</p> <p>2nd mtg. of the month: Library, Recreation, Fire Rescue, Tax/Assessing</p> <p>Review Board Goals</p>
DECEMBER	<p>Date of Public Hearing set</p> <p>Finalize Budget (mid month)</p> <p>Meet with State Representatives, Senator</p> <p>Postings for Public Hearings (end of month - RSA675:3, 7)</p> <p>Annual Audit Review</p> <p>Review Board Goals</p>