

# Carlisle 2014 Annual Town Meeting Timeline

RESPONSIBILITY	TASK	START	FINISH
Board of Assessors	Estimate of New Growth		September 9, 2013
Board of Selectmen/Finance Committee	Joint Meeting with Concord		September 19, 2013
<b>Board of Selectmen/FinCom/LTRC/CPC</b>	<b>Coordination Meeting #1/FY15 Budget guideline/CPC Budget</b>		<b>October 22, 2013</b>
<b>Personnel Committee</b>	<b>Recommendation re: COLA due to FinCom/BOS</b>		<b>October 22, 2013</b>
<b>Long Term Capital Requirements Committee</b>	<b>Issue Letter/Request for Capital Plans</b>		<b>October 22, 2013</b>
Selectmen/Assessors	FY2014 Tax Classification Hearing		November 12, 2013
Board of Assessors	FY14 Recap submitted to Dept. of Revenue		November 13, 2013
<b>Finance Committee</b>	<b>Preliminary Budget Meetings with Dept. Heads</b>	<b>November 5, 2013</b>	<b>November 29, 2013</b>
<b>Community Preservation Committee</b>	<b>Preliminary Letter/Guidelines/Dates to Departments</b>		<b>December 2, 2013</b>
Board of Selectmen	Open Town Meeting Warrant for Articles		December 10, 2013
<b>Finance Committee</b>	<b>Issue Guidelines to Depts/Boards/Comms</b>		<b>December 20, 2013</b>
<b>Board of Selectmen/FinCom/LTRC/CPC</b>	<b>Coordination Meeting #2/Review of "Over Guideline" requests</b>		<b>January 7, 2014</b>
<b>Board of Selectmen</b>	<b>Meeting with " Over Guideline" Departments</b>		<b>January 28, 2014</b>
All Boards/Departments/Interested Parties	Deadline for warrant article submission to BoS		January 28, 2014
<b>Board of Selectmen/FinCom/LTRC/CPC/Moderator</b>	<b>Coordination Meeting #3/ Review Proposed ATM warrant/budget/CPC/LRCRC projects</b>		<b>February 11, 2014</b>
Finance Committee/Board of Selectmen	FY14 Budget Meetings with Depts, Boards, Comms.	January 6, 2014	February 24, 2014
<b>Board of Selectmen/FinCom/LTRC/CPC/Moderator</b>	<b>Coordination Meeting #4/ Finalize ATM warrant/budget/CPC/LRCRC projects</b>		<b>February 25, 2014</b>
Long Term Capital Requirements Committee	Recommendation due to FinCom/BOS		February 25, 2014
Town Counsel	Draft Warrant to Town Counsel		February 28, 2014
Town Clerk	Town Caucus		March 10, 2014
<b>Board of Selectmen/FinCom/LTRC/CPC/Moderator</b>	<b>Coordination Meeting #5/Final Review of Warrant Book</b>		<b>March 11, 2014</b>
Finance Committee	FinCom Finalize Recommendation/Prepare Book		March 11, 2014
Board of Selectmen	Order Articles/Close Warrant		March 11, 2014
Finance Committee	Warrant to Printer		March 15, 2014
Town Counsel	Draft Motions to Town Counsel		April 4, 2014
Finance Committee	Mail Warrant to Residents		April 11, 2014
Board of Selectmen	Post Warrant		April 11, 2014
Finance Committee	Finance Committee Hearing		April 21, 2014
Town Moderator	Town Meeting		April 28, 2014
Town Clerk	Town Election		May 6, 2014