

## **CAPITAL BUDGET PROGRAM CALENDAR**

- \*NLT 8/10:** CIP Committee Meeting to review the Capital Budget Program Calendar; Capital Project Request Form, and instructions for completing the form; Mailing list.
- \*NLT 8/30:** Mailing to Department Heads, Boards, Commissions, Officials, and Contributors to the Capital Improvement Program, to identify possible projects.
- September:** Advertise Public Meeting.  
CIP Committee Public Meeting, for citizen input to identify projects.
- November 1:** Request Forms due.
- November:** CIP Committee meets to prioritize projects and solicit any additional information needed. Committee screens proposed projects for those that will go to the Planning and Zoning Commission for review.  
Committee submits CIP to Planning & Zoning Commission for review and comments.  
Committee adopts CIP for submission to Board of Selectmen no later than January 15th.
- December:** Board of Selectmen reviews recommended CIP and priorities. Proposed changes are returned to the CIP Committee for comments.
- January:** Board of Selectmen recommends the CIP report to Board of Finance, no later than February 28th.
- February- March:** Board of Finance reviews the CIP based on established internal financial policies and reserve policies. The Board of Finance shall return the CIP to the Board of Selectmen for revision to conform with the financial policies, if necessary.  
Board of Selectmen revised CIP, if necessary, is resubmitted to the Board of Finance.  
The Board of Finance incorporates the single year CIP in its Annual Budget Public Hearing.
- \*No Later Than**