



Town of Portland, Connecticut

Equal Opportunity Employer

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MEMO TO: All Department Heads and Board/Commission Chairs  
FROM: Tom E. Robinson, Director of Finance  
DATE: December 23, 2009  
SUBJECT: Preliminary 2010-2011 Budget Timetable

The following is a tentative and preliminary 2010-2011 budget timetable; this document is subject to change.

**1. SUBMISSION OF BUDGET REQUESTS TO THE FIRST SELECTWOMAN**

Friday January 15, 2010 – ALL budgets except for the Board of Education (BOE)

Friday January 29, 2010 – BOE budget

**2. SUBMISSION OF FIRST SELECTWOMAN'S BUDGET TO BOS**

No later than Monday March 1, 2010

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

To be held at Portland High School Auditorium (PHS) on Tuesday March 9, 2010 at 7:00pm

**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 16, 2010** – Budget workshop
- **Wednesday March 17, 2010** – Budget workshop
- **Tuesday March 23, 2010** – Budget workshop
- **Wednesday March 24, 2010** – BOE budget workshop
- **Tuesday March 30, 2010** – BOS Budget Deliberations
- **Wednesday March 31, 2010** – BOS Budget Deliberations
- **Wednesday April 7, 2010** – BOS meeting – Final adoption of budget

**5. TOWN MEETING ON GENERAL FUND OPERATING BUDGET**

Monday May 3, 2010 – 1<sup>st</sup> Monday in May, hearing and amendments at PHS

Monday May 10, 2010 – 1<sup>st</sup> budget referendum – 6 AM to 8 PM at Portland Library

Monday May 17, 2010 – 2<sup>nd</sup> budget referendum (if necessary) – all day at Portland Library

**6. SETTING OF MILL RATE**

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