

ACTION	LEGAL DEADLINES OR TIMEFRAME & NOTES	Recommended Date	Time
School Committee Meeting	School Prepares Draft School Budget & School CIP	Monday February 27, 2023	6:00 PM
Council Meeting/School Budget Presentation	<p>School Committee Presents School Budget & School CIP to Council</p> <p>Sec 6.03 ...These budgets shall state separately: (1) Proposed expenditures for current operations during the ensuing fiscal year detailed by offices, departments or agencies in terms of their respective work programs and the method of financing such expenditures; and (2) Proposed capital expenditures for the ensuing fiscal year detailed by offices, departments, or agencies, when practicable, and stating the proposed method of financing each such capital expenditure.</p> <p>Sec 86-5... a) The school department shall submit the school budget for consideration broken down into specific amounts for the following categories of costs for each department or agency within the school department: 1) Personnel Services, 2) Contractual, 3) Commodities, 4) Debt Services, 5) Capital Expenditures, & 6) Statutory cost collection data/costs to comply w/state or federal mandatory requests (itemized).</p>	Tuesday March 7, 2023	6:00 PM
Council Special Workshop	Town Manager & Finance Director present Draft Municipal Budget	Tuesday March 14, 2023	6:00 PM
Council Budget Workshop	Department Budget Presentations	Saturday March 18, 2023	9:30 AM
Council Regular Meeting	<p>Town Manager Presents Municipal Budget</p> <p>Sec. 6.02...On or before the third Tuesday of March each year, the Town Manager and the School Committee shall submit to the Town Council line item budgets for the ensuing fiscal year. The budget messages accompanying the budgets shall explain the respective budgets both in fiscal terms and in terms of programs. They shall outline the proposed financial policies for the Town and the School Department respectively for the ensuing fiscal year, describe the important features of the respective budgets, indicate any major changes from the current year with respect to financial policies, expenditures, and revenues, and the reasons for the same, summarize the debt position of the Town and School Department respectively, and include such other information as the Town Manager and the School Committee believe to be desirable.</p> <p>Sec 3.02...e) The Manager shall prepare and submit the annual budget, the annual capital program and annual financial and administrative reports to the Council ...</p>	Tuesday March 21, 2023	7:00 PM
Council Regular Meeting	School Request to Set Election Dates (June 13th) for School Budget & School CIP Public Hearings for May 2nd and approve Election Warrant	Tuesday April 4, 2023	7:00 PM
School Dept - Haley McCrater Sends Ad	<p>School Department Sends School Budget Public Hearing Ad to Sun Journal Thursday to proof by Friday Deadline at 10 AM.</p> <p>First Ad Runs on April 09 per Sec 6.04 (a) 1 & 2 ...The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the budgets and a notice stating: 1. The times and places where copies of the budget messages and the budgets will be available to the public, and 2. The time and place (not less than two weeks after the first such publication) of a public hearing on the proposed budgets.</p> <p>Sec 6.08 d) 1... The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the capital program and a notice stating: i)The times and places where copies of the capital program will be available to the public; and ii)The time and place, not less than two weeks after the first date of publication, for a public hearing on the capital program. <i>NOTE: Send request for second ad at the same time.</i></p>	Thursday April 6, 2023	10:00 AM
1st School Budget PH Ad Runs	First Ad for School Budget & School CIP Budget Public Hearings appears in Sun Journal	Sunday April 09, 2023	
Planning Board Meeting - CIP Review	<p>Planning Bd Meeting to Review & Make Recommendations to Council on CIP Budget</p> <p>Sec. 6.08. - Capital Program...The Planning Board shall review the proposed capital program each year to determine, where appropriate, that the capital expenditure is consistent with the provisions of the Town Comprehensive Plan and forward its recommendation to the Town Council no later than the first day of June.</p>	Thursday April 13, 2023	7:00 PM
Council Regular Meeting		Tuesday April 18, 2023	7:00 PM
2nd School Budget PH Ad Runs	Second Ad for School Budget & School CIP Budget Public Hearings appears in Sun Journal	Sunday April 23, 2023	
School Committee Meeting	School Committee Adopts School Budget & School CIP Budget	Monday May 1, 2023	6:00 PM
Council Regular Meeting	<p>Council Holds School Budget & School CIP Budget Public Hearings</p> <p>Sec 6.04 (a) 2. The time and place (not less than two weeks after the first such publication) of a public hearing on the proposed budgets.</p>	Tuesday May 2, 2023	7:00 PM

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Council Special Meeting (that qualifies as official Budget Meeting)	Council Adopts School Budget & School CIP Budget at Budget Meeting and Absentee Ballots are available the next day.	Tuesday May 09, 2023	7:00 PM
Post Election Warrant, Cost Center, & Sample Ballot	Clerk Posts Election Warrant, Cost Center Sheet, and Specimen Ballots Per 20-A MRSA Sec 1486(3) 7 days prior to Election Day. Absentee Ballots available. Clerks set up booths and sends out absentee ballots that were requested. Give Postings to Police Chief to post at Lisbon PO, LF PO, Town Office Building, and upload under news & announcements on front page of Lisbon's Website.	Wednesday May 10, 2023	
Finance Committee Meeting	Finance Committee discusses Municipal & School Budgets, plus Municipal & School CIP Budgets for Recommendations to present to Council on May 16.	Monday, May 15, 2023	6:00 PM

Council Regular Meeting	Council Sets Municipal Budget & Municipal CIP Budget Public Hearing for June 20, 2023 Sec. 6.08...2)The Council by resolution shall annually adopt the capital program ...after the public hearing and on or before the first day of July.	Tuesday May 16, 2023	7:00 PM
Send Sun Journal Ad	Clerk Sends Draft Ad for Municipal & CIP Budget Public Hearing on Thurs so there is time to proof by deadline (Deadline for Sun Journal Ad is Friday at 10 AM) Per Sec 6.04 (a) 1 & 2 ...The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the budgets and a notice stating: 1. The times and places where copies of the budget messages and the budgets will be available to the public, and 2. The time and place (not less than two weeks after the first such publication) of a public hearing on the proposed budgets. Sec 6.08 d) 1... The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the capital program and a notice stating: i)The times and places where copies of the capital program will be available to the public; and ii)The time and place, not less than two weeks after the first date of publication, for a public hearing on the capital program. Sun Journal Deadline by 10AM Friday, May 26. <i>NOTE: Send request for second ad at the same time.</i>	Thursday May 26, 2022	10:00 AM
1st Public Hearing Ad Runs	First Ad appears in Sun Journal	Sunday May 28, 2023	
Election Day	School Budget Validation Referendum Election Day. Per 20-A MRSA 1486(2) Notice of Amounts Adopted at Budget Meeting is a necessary posting to occur at the polling place(s). Election shall be held on or before the 30th day following the budget meeting per state law.	Tuesday June 13, 2023	7AM-8PM
2nd Public Hearing Ad Runs	Second Ad appears in Sun Journal	Sunday June 11, 2023	
Council Regular Meeting/Budget Workshop	Council Holds Municipal Budget & Municipal CIP Budget Public Hearings Council Adopts Municipal Budget and Municipal CIP Budget Sec 6.04 (b) Budget Deliberations. The Town Council shall review the proposed budgets at budget sessions which may be informal but which shall be open to the public. The Council shall complete its review of the budgets no later than the last Tuesday in June. Sec 6.04 ...(d) Adoption. Town Budget. The final vote on the Town Budget shall be taken on or before the last Tuesday of June. If Council fails to adopt a Budget for the Town by the last Tuesday in June, the Budget as presented by the Town Manager shall become the Budget to be implemented on a month to month basis until such time as a final Budget is approved.	Tuesday June 20, 2023	6:00 PM