



**TOWN OF HOPKINTON
TOWN MANAGER'S OFFICE
Norman Khumalo, Town Manager**

TO: Select Board, School Committee, Appropriation Committee, Town Departments
FROM: Norman Khumalo, Town Manager
RE: Fiscal Year 2022 Budget Development
DATE: September 30, 2020

On behalf of the Select Board, I request that your fiscal year (FY) 2022 budget submission conform to this direction, as supported by the Select Board in a vote at its September 29, 2020 joint meeting with the School Committee and the Appropriation Committee. Deliverables are due as specified in enclosure (1). The following guidance applies:

1. Departments should examine and be prepared to justify budgets from the bottom up. Use this opportunity to review your current operating approach, with an eye toward streamlining and improved efficiency of operations; and be prepared to discuss your review of operations for efficiency at your upcoming Town Manager Budget Review session.
2. The budget to be submitted to the Select Board, after Town Manager review, will provide options showing spending with 2.5% growth in the tax levy and 1% growth in the tax levy as an option if the economic recovery is slow.
3. Budget submission guidance from the CFO to departments, boards, committees, and commissions will require identification of costs to sustain the current level of services, identification of savings and efficiencies, and detail on any request to fund new or expanded services above the FY 2020 level. This also applies to any specific requests to increase spending or expand services in response to the COVID-19 public health emergency. If a Department submits more than one request to increase spending or expand services, those multiple requests should be listed in rank-order of priority.
4. Specific instruction on FY 2021 procedures for operating budget submission and capital requests will be forthcoming from the Chief Financial Officer.

As part of this year's budget process, I will be coordinating a series of public listening sessions to discuss ideas about new or expanded service levels or lines that the Town might consider. These ideas may involve new community requirements or stresses associated with the COVID-19 public health crisis, or they may involve other long standing issues.

A budget advisory group consisting of the Chairs of the Select Board, Appropriation Committee, School Committee, and professional staff will meet regularly, with Chairs reporting to their respective boards. I look forward to another successful collaboration for the development of the FY 2022 budget.

Enclosure: (1) Proposed 2021 Annual Town Meeting & FY 2022 Budget Timeline

Proposed 2021 Annual Town Meeting & FY 2022 Budget Timeline
September 29, 2020

Please note that some of the dates provided below are an estimation and may change. Please call the Town Manager's office at 508-497-9700 with questions. For your convenience, references to relevant state laws, local bylaws, Town Charter and policies are also included.

September 29, 2020	Town Manager gains consensus on budget timeline and budget message with Select Board, Appropriation Committee and School Committee. (Charter § 7-2(a)) Town Manager issues Budget Schedule.
September 30, 2020	CFO distributes budget materials.
<i>October 1, 2020</i>	<i>Deadline for establishing and issuing budget schedule (Charter § 7-2(a))</i>
October 15, 2020	Deadline to submit CPC applications
November 2, 2020	Municipal Services budgets due to Town Manager.
November 10, 2020	Select Board discusses its own potential articles, including any General Bylaw changes.
November 16, 2020	Town Manager CIP review.
November 16, 2020	CPC capital requests due to CIC
November 16, 2020	Long Term capital plans due to CIC.
December 1, 2020	<i>Town officials and multiple member bodies may submit draft warrant articles to Town Counsel for review and comment (SB policy).</i>
December 10, 2020	Select Board, School Committee, Appropriation Committee Joint Meeting - Budget Update
December 18, 2020	CIC & CPC complete capital hearings and submit to Town Manager.
December 18, 2020	Town Manager completes Municipal Services budget review.
December 15 or 22, 2020	<i>Select Board vote to open the ATM warrant on January 1, 2020 (or before).</i> Select Board discusses its own potential articles, including any General Bylaw changes.

January, 2021	Planning Board public hearing on zoning articles (date scheduled by Planning Board, Zoning Bylaw § 210-153; MGL c.40A § 5)
January 4, 2021	ATM Warrant opens. Submission of proposed warrant articles begins.
January 4, 2021	School Superintendent presents budget to School Committee
January 5, 2021	Select Board discusses its own potential ATM articles.
January 11, 2021	School Committee Public Hearing/Board Discussion, with Select Board and Appropriation Committee
January 18, 2021	School Committee Votes FY 22 Budget
January 19, 2021	Select Board reviews its own ATM articles; vote to submit own articles into warrant.
January 26, 2021	<i>Town Manager submits a consolidated budget to the Select Board.</i>
February 1, 2021	<p><i>ATM Warrant closes (90 days before ATM, Charter § 2-3).</i></p> <ul style="list-style-type: none"> ● All petitions for warrant articles submitted to Town Clerk for signature confirmation. ● Town Manager refers all appropriation articles to Appropriation Committee. ● Select Board refers voter petitions to Board of Registrars (MGL c.39 § 10). ● Select Board refers all zoning articles to Planning Bd. within 14 days of submission (MGL c.40A § 5).
February 2, 2021	<p>Select Board conducts budget and capital hearings.</p> <p>Select Board reviews language of its own ATM articles.</p>
February 10, 2021	Draft ATM Warrant to Town Counsel
<i>Feb. 15 - 19 School Vacation</i>	
February 9, 23, 2021	<p>Select Board budget and capital hearings.</p> <p>Select Board finalize language of its own ATM articles.</p>
March, 2021	Public Forum - General Bylaw articles submitted into Warrant, hosted by those proposing the General Bylaw articles. (optional)
March 2, 2021	<p>Select Board budget and capital hearings.</p> <p>Select Board finalizes language of its own ATM articles.</p>

March 16, 2021	<i>Select Board adopts budget and capital and submits to Appropriation Committee.</i>
March 16, 2021	Draft ATM Warrant to Select Board for review. Working session with Department Heads - Non-financial Warrant articles, as needed. Select Board take positions on Warrant articles
March 29, 2021	Last day to file nomination papers for town election (MGL c.53 § 7, 49 days prior to election).
April 6, 2021	Select Board review ATM Warrant. Select Board take positions on Warrant articles. Select Board finalize ballot questions. Select Board review draft Motions.
April 8, 2021	<i>Appropriation Committee holds hearing and votes on budget. Must deliver required report by April 19. (At least 14 days before ATM, Charter § 7-2(b))</i>
April 9, 2021	Warrant and Motions Document completed by Town Counsel.
April 12, 2021	Deadline for submission of powerpoint presentations and handouts for ATM. Send to Moderator for approval.
April 12, 2021	<i>Deadline for final written notice of any ballot questions to be submitted to the Town Clerk (35 days before annual town election, MGL c.54 § 42C).</i>
April 13, 2021	Select Board review draft Motions. Select Board take positions on Warrant articles. Select Board sign ATM Warrant. Select Board discuss its town meeting presentations.
April 13, 2021	<i>Last day to register to vote for the Annual Town Meeting and Annual Town Election (20 days before Town Meeting/Election M.G.L. c. 51 § 1F).</i>
April 14, 2021	Moderator's Meeting: Review of final motions and meeting process with Town Counsel, SB Chair, Moderator, Appropriation Committee

	Chair, Town Manager, Principal Planner/Planning Board Chair, School Committee Chair, School Superintendent, Finance Director, Town Clerk, Asst. Town Manager, Deputy Moderator.
April 16, 2021	<i>Town Report, Q&As and other documents made available (14 days before ATM, Charter § 3-1(f)).</i>
<i>April 19, 2021 Patriot's Day - Boston Marathon?; School Vacation April 16 - 23</i>	
April 19, 2021	<i>All Town Meeting Reports/Handouts Must be Published and Available to the Public</i>
April 20, 2021	Select Board review and assign town meeting duties/presentations.
April 23, 2021	<i>Combined Election and Warrant posted at least 8 days before ATM (Bylaws § 47-1; MGL c.39 §§ 9A, 10).</i>
May 3, 2021	Annual Town Meeting (First Monday in May, Bylaws § 47-2)
May 17 2021	Annual Town Election (3rd Monday in May, Bylaws § 47-2)