

**TOWN OF TOPSFIELD  
2010 TOWN MEETING WARRANT TIMELINE**

2009		
SEPTEMBER – DECEMBER		Personnel Guidelines & Budget Guideline Development. FY11 Capital Plan Development.
SEPTEMBER	11	Capital Improvement Program Request Forms distributed.
OCTOBER	16	Capital Requests Due.
	24	Selectmen and Finance Committee Facilities Tour (Saturday Morning).
NOVEMBER	09	Personnel Wage & Salary Schedule Recommendations.
	TBA	All Town Board/Department Budget Meeting.
	20	Budget Worksheets to be distributed by the Town Accountant.
DECEMBER	07	Selectmen vote to open the Warrant and close on February 4, 2010. Warrant Article Request Forms distributed.
2010		
JANUARY	08	Budgets Due.
	19	Capital Improvement Plan and recommendations presented to joint meeting of the Selectmen and Finance Committee.
FEBRUARY	01	A preliminary list of Warrant Articles is distributed to the Selectmen.
	01-16	First draft of warrant prepared. Legal Review by Town Counsel conducted concurrently.
	16	Warrant Review: Joint Meeting of Selectmen/FinCom/ Moderator/TA to review the warrant and discuss any override considerations.
MARCH	01	Final language on warrant articles due in the Selectmen's Office with the exception of Zoning Articles requiring public hearings.
	15	Selectmen vote on Warrant and review Finance Committee Recommendations.
	29	FinCom Final Vote on Article 3 (Operating Budget) and final FinCom Recommendations on Articles.
APRIL	01	Submission of 2 ½ Ballot Questions to Town Clerk deadline 35 days prior to Town Election.
	07	Warrant to printer.
	13	Warrant posted.
	16	Warrant/FinCom Recommendations Mailed W/Finance Committee Letter.
	21	Residents receipt of Joint Warrant/FinCom Recommendations.
MAY	04	Town Meeting
	06	Town Election