



Town of Houlton, Maine

The Office of
Town Manager

Email: town.manager@houlton-maine.com

MEMORANDUM

TO:	Honorable Town Council Board of Budget Review Department Heads
FROM:	Jeremy Smith, Town Manager
DATE:	11/13/2024
RE:	FY2025 Municipal Budget Calendar

Proposed calendar for the FY2025 budget process. This is the proposed schedule. The schedule may be amended as the budget review progresses. All meetings are open to the public, in the council chambers. All meetings will be on zoom. Zoom links are posted on the Town's website.

Date	Time	Person	Item
11/12/2024	6:00 PM	Town Manager	Town Manager presents 2025 budget to Town Council
12/02/2024	6:00 PM	BBR	First workshop/budget in-depth overview – Revenue, Police, Fire & Ambulance, Cemeteries, Public Works, Airport, Parks Maint.
12/04/2024	6:00 PM	BBR	Second Budget Review – Health & SS, CEO, Planning Board, Community Development, Town Bldgs, Parks & Rec, Civic Ctr, Administration, Assessing
12/10/2024	6:00 PM	BBR	Third Budget Review – Employee Benefits, Capital Reserves, Debt Service, Outside Agencies, Protection, Abatements, Projects, Roads, Grant Match, TIF, Mandates
12/16/2024	6:00 PM	BBR	BBR Final Review
12/19/2024	6:00PM	BBR	Town Council review of BBR recommendations
01/06/2025	6:00 PM	HTC	Town Council Budget Public Hearing
02/10/2025			Final Date allowed by Charter for budget adoption