

## ANNUAL BELMONT CIP SCHEDULE

(Adjustments to be Made as Necessary – Based on Calendar Year Schedule)

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| June-July | A. Staff updates document tables w/audited numbers for prior year.   |
|           | B. Staff adjusts draft schedule w/changes made by Selectmen, Budget Committee and Voters at March Town Meeting     |
| July      | A. Staff publishes notice of intent to accept CIP projects by 8/31.  |
|           | B. Town Administrator directs Department Heads to submit all projects by 8/14                                      |
| August    | A. Dept heads and others submit capital requests/changes to Land Use Office.                                       |
|           | B. Staff distributes to CIP Committee Members along w/updated tables and adjusted draft schedule.                  |
| August    | A. CIP Committee meets, reviews requests.  |
|           | B. CIP committee notices & holds mtg for public projects – adopts recommendations                                  |
|           | C. Staff forwards to Planning Board for review at September work session.  |
| September | Planning Board reviews and schedules Public Hearing.   |
| September | Planning Board holds public hearing, considers changes, forwards recommendation to Selectmen and Budget Committee. |