

FY23 Budget/Town Meeting Calendar

Milestone	Date
Town Administrator Presents Budget Calendar to Select Board	Monday, October 25, 2021
Capital Budget Instructions Distributed	Friday, November 5, 2021
Capital Budget Project Requests due	Friday, November 19, 2021
Operating Budget Instructions Distributed	Friday, November 19, 2021
Town Administrator/Finance Director present revenue forecast	Monday, December 6, 2021
Capital Planning Committee submits prioritized Capital Budget Requests to Town Administrator	Wednesday, December 8, 2021
Operating Budget Requests due	Monday, December 20, 2021
Departments meet with Budget Team to review budget requests	Monday, December 27, 2021 - Monday January 10, 2022
School Superintendent submits her recommended School Budget to School Committee (On or About)	Wednesday, January 5, 2022
Town Administrator Recommended Operating Budget issued to Board of Selectmen and Finance Committee	Monday, January 24, 2022
Board of Selectmen Goal Setting Workshop	TBD
Citizen Petition Articles submission deadline	Monday, February 7, 2022
Finance Committee conducts hearings on Operating and Capital Budgets	February and March 2022
Warrant for Annual Town Meeting Closes	Monday, February 28, 2022
Board of Selectmen Vote on Operating and Capital Budgets	Monday, March 14, 2022
Departments/Boards to submit final articles	Monday, March 14, 2022
Finance Committee issues its recommendations on operating and capital budgets	Friday, March 25, 2022
Selectmen Sign Warrant	Monday, March 28, 2022
Town Clerk Posts "Legal" Warrant (on or before)	Tuesday, March 29, 2022
School Committee votes on School Budget	Late March, 2022
Warrant and Finance Committee Report sent to the printer	Friday, April 1, 2022
Annual Town Election	Monday, April 4, 2022
Warrant Book & Finance Committee report distributed to Town meeting members	Friday, April 15, 2022
Motions Completed	Monday, April 25, 2022
Town Meeting Coordination Meeting*	Wednesday, April 27, 2022
Pre-Town (Precinct) Meeting	Wednesday, May 4, 2022
Annual Town Meeting	Saturday, May 7, 2022

*Attendees: Town Moderator, Chair Board of Selectmen, Chair Planning board, BPW Chair & Superintendents, Town Clerk, Chair of Finance Committee, Town Counsel, School Committee Chair & Superintendent, Town Administrator, Finance Director, Town Accountant, HR Director, IT Director, Cable T.V. Director, others to be determined.