




FY 22 Budget Prep Calendar

From: Town Manager/Finance Committee

Date: 1-Jul

Town Meeting and Budget Schedule

% Complete	Deliverable	Due By	Notes
0%	Capital Improvement Planning	1-Jul	CBC plans to hold public hearings to review the proposed 10 yr capital plan
0%	Warrant Opens for the Annual Town Meeting	4-Aug	
0%	Primary Election Day	1-Sep	
0%	Warrant Closes for the Annual Town Meeting	11-Sep	
0%	Warrant Review period begins	14-Sep	BOS, FinCom, CBC review Warrant
0%	BOS reviews Warrant w Committee Recommendations	6-Oct	
0%	Execute STM Warrant and Post	20-Oct	
0%	Presidential Election Day	3-Nov	
0%	Special Town Meeting	10-Nov	
0%	Tax Classification Hearing	12-Nov	Thursday evening
0%	Budget Memo and Operating Budget Instructions sent to Depts. & Boards	13-Nov	
0%	Warrant Opens for the Annual Town Meeting	1-Dec	
0%	FY 21 Drafts Budgets returned to TM/FINCOM	18-Dec	Depts., Board and Committees submit budget requests. Depts submit capital requests to TM.
0%	Town Reports due to Selectmen's Office	15-Jan	
0%	FY 21 Town Manager Budget Recommendation Released	19-Jan	
0%	Warrant Closes for the Annual Town Meeting	29-Jan	
0%	Board of Selectmen's Budget Review: Session 1	2-Feb	Police, Fire, Town Manager, Town Accountant (includes Dept Cap Requests)
0%	Board of Selectmen's Budget Review: Session 2	16-Feb	DPW, COA, Code, Town Clerk (includes Dept Cap Requests)
0%	Finance Committee's Budget Review and Article Review Sessions	28-Feb	BOA, T/C, RecCom, BOH, Library, Moderator, Schools et al
0%	Capital Budget Committee review capital requests	28-Feb	Recommendations made to BOS and FinCom
0%	BOS reviews Warrant Articles	2-Mar	
0%	Send Town Report to the Printer	12-Mar	
0%	Final Joint Finance Committee/Board of Selectmen Meeting	30-Mar	
0%	BOS – last day to vote to place a question on the ballot for the ATE	2-Apr	
0%	Warrant Executed and Posted	6-Apr	
0%	Finance Committee Report Sent to the Printer	9-Apr	

% Complete	Deliverable	Due By	Notes
 0%	Post Warrant for ATE	30-Apr	
 0%	Annual Town Meeting	6-May	
 0%	Election Day	11-May	