

FY24 Budget Preparation Schedule

2024 Town Meeting

SEP/OCT	2022	
09/19	Monday	Speak with Dept. Heads on beginning preparation for Capital Requests (identify needs and begin pricing)
09/21	Wednesday	SB Work Session: Distribute to Select Board DRAFT FY24 Budget Preparation Schedule
09/26	Monday	6:00 pm ~ Finance Committee (FinCom) Meeting
09/26	Monday	7:00 pm ~ Select Board (SB) Meeting
09/30	Friday	Distribute Preparation Schedule and Capital material to Department Heads
10/03	Monday	Dept. Head Meeting: Review the Preparation Schedule, discuss Budget Capital and Warrant expectations
10/03	Monday	7:00 pm ~ SB Meeting:
10/04	Tuesday	10/4 – 10/14: TA to meet with Dept Heads to review budget expectations, capital requests and wage grid
10/17	Monday	Speak with all staff on FY23 Wage Grid
10/19	Wednesday	Distribute to SB FY23 Wage Grid
10/12	Wednesday	SB Work Session
10/17	Monday	7:00 pm ~ SB Meeting:
10/21	Friday	Capital requests due back from Dept. Heads; TA and Town Accountant to compile
10/24	Monday	6:00 pm ~ FinCom Meeting: Guidelines due to TA
10/26	Wednesday	TA to send DRAFT Capital Plan to Dept. Heads for final review
10/26	Wednesday	FY24 Tax Recap Completion Target Date

NOVEMBER	2022	
11/02	Wednesday	Distribute to Select Board Tax Classification information
11/02	Wednesday	All comments regarding Capital due back from Dept. Heads to TA and Town Accountant
11/07	Monday	Distribute to SB and FinCom V.1 Capital Plan
11/07	Monday	7:00 pm ~ SB Meeting: Tax Classification Hearing (alt. date 11/14 – special meeting)
11/07	Monday	6:00 pm ~ FinCom Meeting: (HOLD)
11/08	Tuesday	Tax Recap Submittal to DOR for Certification Target Date
11/16	Wednesday	SB Work Session: Review FY24 Wage Grid, V.1 Capital Plan and request SB bring Warrant Articles to next WS
11/21	Monday	7:00 pm ~ SB Meeting:
11/22	Tuesday	Budget Packet/Instructions distributed to Dept. Heads
11/22	Tuesday	Request Dept. Heads to compile initial list of Warrant Articles

DECEMBER	2022	
12/05	Monday	7:00 pm ~ SB Meeting: Review Capital
12/05	Monday	6:00 pm ~ FinCom Meeting: (HOLD)
12/08	Thursday	Initial list of Warrant Articles due back from Dept. Heads to TA
12/12	Monday	12/12 – 12/19: TA and Town Accountant to meet with Dept. Heads to review Budgets and Warrant Ideas
12/13	Tuesday	Distribute to SB list of potential Warrant Articles
12/14	Wednesday	SB Work Session: Review Capital Plan and discuss Warrant Article list and incorporate SB's list
12/15	Thursday	Provide citizens guidelines for submitting petition for Town Meeting; post to Website (Town Clerk)
12/19	Monday	7:00 pm ~ SB Meeting:
12/20	Tuesday	Submittal of documents for Free Cash Certification Target Date
12/20	Tuesday	All Department Budgets due to Town Accountant

JANUARY	2023	
01/02	Monday	6:00 pm ~ FinCom Meeting (HOLD)
01/04	Wednesday	SB Work Session:
01/06	Friday	Distribute FINAL Capital Plan to SB and FinCom
01/06	Friday	Distribute Level 1 Omnibus Budget to the SB and FinCom
01/09	Monday	6:00 pm ~ FinCom Meeting: (HOLD)
01/09	Monday	7:00 pm ~ SB Meeting: Vote to open Town Meeting Warrant 1/9 - 1/31 + Presentation of Level 1 Budget
01/09	Monday	TOWN MEETING WARRANT OPENS
01/11	Wednesday	SB Work Session: Commence Review of Level 1 Budget
01/18	Wednesday	SB Work Session: Cont. review Level 1 Budget
01/19	Thursday	TA Open House: Capital
01/23	Monday	7:00 pm ~ SB Meeting
01/25	Thursday	SB Work Session: Cont. review Level 1 Budget
01/26	Thursday	TA Open House: Budget
01/30	Monday	6:00 pm ~ FinCom Meeting: (HOLD)
01/31	Tuesday	TOWN MEETING WARRANT CLOSES @ 12:00PM

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2024 Town Meeting

FEBRUARY 2023

02/06	Monday	7:00 pm ~ SB Meeting: Approve Level 1 Budget
02/06	Monday	6:00 pm ~ FinCom Meeting (HOLD)
02/08	Wednesday	Level 2 Omnibus Budget sent to SB and FinCom (includes TA and SB modifications, if any)
02/08	Wednesday	SB Work Session: Review submitted open period articles and other proposed warrant articles
02/13	Monday	Distribute to SB and FinCom V.1 Warrant Articles
02/13	Monday	6:00 pm ~ FinCom Meeting (HOLD)
02/15	Wednesday	SB Work Session: Review V.1 Warrant Articles
02/22	Wednesday	SB Work Session: cont. Review Warrant
02/24	Thursday	2/24 – 3/9 Warrant Review by KP Law
02/27	Monday	6:00 pm ~ FinCom Meeting (HOLD)
02/27	Monday	7:00 pm ~ SB Meeting

MARCH 2023

03/06	Monday	6:00 pm ~ FinCom Meeting (HOLD)
03/06	Monday	7:00 pm ~ SB Meeting
03/10	Friday	Final edits from KP Law due to TA
03/13	Monday	6:00 pm ~ FinCom Meeting (HOLD)
03/15	Wednesday	SB Work Session: Discuss V.2 Warrant (with KP edits)
03/20	Monday	Final Warrant edits due from SB to TA
03/20	Monday	6:00 pm ~ FinCom Meeting (HOLD)
03/20	Monday	7:00 pm ~ SB Meeting
03/22	Wednesday	SB Work Session
03/23	Thursday	Distribute FINAL Warrant to SB and FinCom
03/27	Monday	6:00 pm ~ FinCom Meeting (HOLD)
03/29	Wednesday	Town Clerk DEADLINE for 2 1/2 Ballot Questions (Statutory due 4/1)
03/29	Wednesday	SB Work Session
03/31	Friday	Warrant delivered to the printer

APRIL 2023

04/03	Monday	7:00 pm ~ SB Meeting
04/10	Monday	Pick up printed warrant
04/11	Tuesday	WARRANT mailed to residents
04/11	Tuesday	WARRANT Posted on Town Website
04/12	Wednesday	SB Work Session:
04/17	Monday	Constable to post the WARRANT; (Statutory - 14 Days)
04/24	Monday	7:00 pm ~ SB Meeting
04/25	Tuesday	Moderators Forum

MAY 2023

05/02	Tuesday	6:00 PM Joint Meeting of FinCom & SB to vote Final FY23 Year End Budget Transfers
		7:00 PM 2023 TOWN MEETING @ MASCO HIGH SCHOOL
05/04	Thursday	TOWN ELECTIONS