

# FY25 Budget Preparation Schedule

## 2024 Town Meeting

SEP/OCT	2023	
09/25/23	Monday	Speak with Dept. Heads on beginning preparation for Capital Requests (identify needs and begin pricing)
09/25/23	Monday	7:00 pm ~ Select Board (SB) Meeting: Inform Budget materials will be provided soon
09/27/23	Wednesday	12:00PM ~ SB Work Session: Town Goals
09/28/23	Thursday	Capital material to Department Heads
09/28/23	Thursday	Distribute to Select Board FY25 Budget Preparation Schedule
10/02/23	Monday	6:30 pm ~ FinCom Meeting:
10/02/23	Monday	Dept. Head Meeting: Review the Budget Schedule, discuss Budget Capital and Warrant expectations
10/02/23	Monday	7:00PM ~ SB Meeting: Review Budget Schedule with SB
10/04/23	Wednesday	10/4 – 10/13: TA to meet with Dept Heads to review budget expectations, capital requests and wage grid
10/11/23	Wednesday	6:00PM ~ SB Work Session: Master Plan Road Show
10/16/23	Monday	Distribute to SB FY25 Wage Grid
10/16/23	Monday	7:00PM ~ SB Meeting
10/17/23	Tuesday	Speak with all staff on FY25 Wage Grid
10/18/23	Wednesday	6:00PM ~ SB Work Session: Review HR Policy + FY25 Wage Grid
10/20/23	Friday	Capital requests due back from Dept. Heads; TA to compile
10/25/23	Wednesday	HOLD - SB Work Session
10/25/23	Wednesday	TA to send DRAFT Capital Plan to Dept. Heads for final review

NOVEMBER	2023	
		November FinCom Meetings: TBD
11/01/23	Wednesday	All comments regarding Capital due back from Dept. Heads to TA and Town Accountant
11/01/23	Wednesday	FY24 Tax Recap Completion Target Date
11/02/23	Thursday	Distribute to Select Board Tax Recap Certification information
11/06/23	Monday	7:00PM ~ SB Meeting: Tax Recap Classification Hearing
11/07/23	Tuesday	Tax Recap Submittal to DOR for Certification Target Date
11/09/23	Thursday	Distribute to SB and FinCom V.1 Capital Plan
11/15/23	Wednesday	6:00PM ~ SB Work Session: Review V.1 Capital Plan and SB to bring Warrant Articles to next Work Session
11/20/23	Monday	7:00PM ~ SB Meeting:
11/20/23	Monday	FinCom Guidelines due to TA
11/21/23	Tuesday	Budget Packet/Instructions distributed to Dept. Heads
11/21/23	Tuesday	Request Dept. Heads to compile initial list of Warrant Articles

DECEMBER	2023	
		December FinCom Meetings: TBD
12/04/23	Monday	7:00PM ~ SB Meeting:
12/07/23	Thursday	Initial list of Warrant Articles due back from Dept. Heads to TA
12/11/23	Monday	12/11 – 12/20: TA and Town Accountant to meet with Dept. Heads to review Budgets and Warrant Ideas
12/12/23	Tuesday	Distribute to SB list of potential Warrant Articles
12/13/23	Wednesday	6:00PM ~ SB Work Session: Review Capital Plan and discuss Warrant Article list and incorporate SBs list
12/14/23	Thursday	Provide citizens guidelines for submitting petition for Town Meeting; post to Website (Town Clerk)
12/18/23	Monday	7:00PM ~ SB Meeting:
12/19/23	Tuesday	Submittal of documents for Free Cash Certification Target Date
12/19/23	Tuesday	All Department Budgets due to Town Accountant

JANUARY	2024	
		January FinCom Meetings: TBD
01/03/24	Wednesday	6:00PM ~ SB Work Session: Approval of 5-year Capital Plan
01/04/24	Thursday	Distribute FINAL Capital Plan to SB and FinCom
01/05/24	Friday	Distribute Level 1 Omnibus Budget to the SB + FinCom
01/08/24	Monday	7:00PM ~ SB Meeting: Presentation of Level 1 Budget + Vote to open Town Meeting Warrant 1/9 – 2/5
01/09/24	Tuesday	TOWN MEETING WARRANT OPENS
01/10/24	Wednesday	6:00PM ~ SB Work Session: SB commence review of Level 1 Budget
01/17/24	Wednesday	6:00PM ~ SB Work Session: Cont. review Level 1 Budget
01/18/24	Thursday	TA Open House: Capital
01/22/24	Thursday	7:00 pm ~ SB Meeting:
01/24/24	Wednesday	6:00PM ~ SB Work Session: Cont. review Level 1 Budget
01/25/24	Thursday	TA Open House: Budget

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## 2024 Town Meeting

### FEBRUARY 2024

		February FinCom Meetings: TBD
02/05/24	Monday	TOWN MEETING WARRANT CLOSES @ 12:00PM
02/05/24	Monday	7:00PM ~ SB Meeting: Approval Level 2 Budget (includes TA and SB modifications, if any)
02/07/24	Wednesday	6:00PM ~ SB Work Session: Review open period article(s)
02/08/24	Thursday	FINAL Level 2 Omnibus Budget sent to SB and FinCom
02/12/24	Monday	Distribute to SB and FinCom V.1 Warrant Articles
02/14/24	Wednesday	6:00PM ~ SB Work Session: Review V.1 Warrant Articles
02/21/24	Wednesday	6:00PM ~ SB Work Session: Review Warrant Articles
02/26/24	Monday	7:00PM ~ SB Meeting
02/28/24	Wednesday	2/28 – 3/8 Warrant Review by KP Law

### MARCH 2024

		March FinCom Meetings: TBD
03/04/24	Monday	7:00PM ~ SB Meeting
03/08/24	Friday	Edits from KP Law due
03/13/24	Wednesday	6:00PM ~ SB Work Session: Discuss V.2 Warrant
03/15/24	Friday	Final Warrant edits due to TA
03/18/24	Monday	7:00PM ~ SB Meeting
03/20/24	Wednesday	Distribute FINAL Warrant to SB + FinCom + Dept. Heads
03/20/24	Wednesday	6:00PM ~ SB Work Session: SB to approve FINAL Warrant
03/27/24	Wednesday	6:00PM ~ SB Work Session:

### APRIL 2024

04/01/24	Monday	7:00PM ~ SB Meeting: Potential joint meeting of the SB and FinCom ( <i>place holder</i> )
04/01/24	Monday	Town Clerk DEADLINE for 2 1/2 Ballot Questions (Statutory due 4/2)
04/04/24	Thursday	Warrant delivered to the printer
04/10/24	Wednesday	6:00PM ~ SB Work Session:
04/15/24	Monday	7:00PM ~ SB Meeting
04/18/24	Thursday	Pick up printed warrant
04/19/24	Friday	WARRANT mailed to residents
04/19/24	Friday	WARRANT Posted on Town Website
04/23/24	Tuesday	Constable to post the WARRANT; (Statutory - 14 Days)
04/24/24	Wednesday	6:00Pm ~ SB Work Session:
04/30/24	Tuesday	Moderators Forum

### MAY 2024

05/07/24	Tuesday	6:00 PM Joint Meeting of FinCom & SB to vote Final FY24 Year End Budget Transfers
		7:00 PM 2024 TOWN MEETING @ MASCO HIGH SCHOOL
05/09/24	Thursday	TOWN ELECTIONS