

## Fiscal Year 2023 Budget, Warrant &amp; Town Meeting Schedule

ITEM	DATE	DESCRIPTION
Departmental Salary Projections issued	Friday, August 27, 2021	Departments to review/validate employee roster, positions, compensation and benefits
Departmental Capital Budget templates issued	Friday, September 3, 2021	Departments to review, update five-year plan and current-year capital budget requests
Due date for departmental review of Salary Projections	Wednesday, September 8, 2021	Dept. review of salary projections should be complete and changes/updates returned and communicated to Finance Dept.
Departmental Operating Budget templates issued	Wednesday, September 15, 2021	Departments to review and update Operating Budget requests.
Due date for departmental review/submission of Capital Budget plan and requests	Wednesday, September 15, 2021	Dept. review of 5-year capital plan and current year Capital Budget requests should be complete and changes/updates returned and communicated to Finance Dept.
Due date for departmental review/submission of Operating budgets	Friday, October 1, 2021	Dept. review of FY 23 Operating Budget and budget requests should be complete and changes/updates returned and communicated to Finance Dept.
First draft of capital plans/budgets issued to departments	Monday, October 4, 2021	Finance department will have compiled and done a preliminary consideration of capital plan/budget submissions from departments and will re-issue preliminary capital budget/plan for follow-up review by departments.
First draft of operating budgets issued to departments	Friday, October 15, 2021	Finance department will have compiled and done a preliminary consideration of operating budget submissions from departments and will re-issue preliminary operating budgets for follow-up review.
Administration/Department review of budget submissions	10/18/2021 - 11/5/2021	Admin, Finance, and Department meetings and discussion regarding budget requests.
Final Budget review and compilation	11/8/2021 - 11/19/2021	Final budget compiled based upon budget requests, administrative review, departmental feedback, etc. taking into account balanced budget and Financial Policy requirements.
Draft budget to Town Administrator	Monday, November 22, 2021	Deliver final, first-draft Town-wide budget to Town Administrator for final review
Final preparation of first draft of Town-Wide Budget	12/6/2021 - 12/20/2021	Finalize budget based upon Town Administrator review
Due date to finalize budget presentation	Wednesday, December 29, 2021	
Operating and Capital Budget Presentation	Monday, January 3, 2022	Joint Meeting of SB and FC
Finance Committee meeting date	Wednesday, January 12, 2022	Budget review: Capital Budget and Debt; Elected & General; Town Administration; Municipal Finance; Town Clerk
Finance Committee meeting date	Wednesday, January 19, 2022	Community Housing Plan
Select Board meeting date	Monday, January 24, 2022	RTE to be discussed

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Finance Committee potential meeting date	Wednesday, January 26, 2022	Open meeting date
Finance Committee scheduled meeting date	Tuesday, February 1, 2022	Budget review - Community Services: Library; Recreation; COA; Health & Environment
Select Board meeting date	Monday, February 7, 2022	Town Meeting Warrant Closes
Finance Committee scheduled meeting date	Wednesday, February 9, 2022	Budget review - Community Development and Fire Department
Finance Committee scheduled meeting date	Wednesday, February 16, 2022	Budget review - DPW: Highways; Natural Resources; Sanitation; Water Enterprise; Maintenance
Finance Committee scheduled meeting date	Wednesday, February 23, 2022	Budget review - Police Department & Dispatch
Select Board meeting date	Monday, February 28, 2022	Update and review of budget and warrant articles
Finance Committee scheduled meeting date	Tuesday, March 1, 2022	Budget review - Unallocated; Community Preservation
Select Board meeting date	Monday, March 7, 2022	Update and review of budget and warrant articles
Finance Committee potential meeting date	Wednesday, March 9, 2022	All other Articles Review; Budget Recap
Finance Committee potential meeting date	Wednesday, March 16, 2022	Budget review - Education; EES, NRSD, CCT; (Articles)
Select Board meeting date - Budget Hearing	Monday, March 21, 2022	Update and review of budget and warrant articles. Joint Meeting of SB and FC - votes/recommendations of each to be taken if necessary.
Finance Committee potential meeting date	Wednesday, March 23, 2022	Open meeting date
Open Meeting Date, available if needed.	Monday, March 28, 2022	
Finance Committee potential meeting date	Wednesday, March 30, 2022	Open meeting date
Warrant goes to printer	Friday, April 1, 2022	
Post Warrant with Town Clerk	Friday, April 15, 2022	
Pre-Town Meeting	Thursday, April 21, 2022	
Town Meeting	Monday, May 2, 2022	

Departmental due dates/deadlines
Joint meetings
Select Board meetings
Finance Committee meetings