

Annual Town Meeting & Budget Planning Calendar

FY 24

01/05/23

Date	Milestone	Comment
August	Community Preservation Committee Forms Distributed	
August	Capital Planning Forms Distributed	
September 23 rd (Fri)	Community Preservation Committee Deadline <i>Preliminary Proposals</i>	Submitted to Finance Director
September 23 rd (Fri)	Capital Planning Application Deadline	Submitted to Assistant Town Administrator
Mid-October	Capital Planning Review Sessions Begin	Review during Oct/Nov/Dec
October 31 st (Mon)	Operating Budgets Finance Committee's Spending Guideline & Forms Distributed	
November 14 th & 15 th	State of the Town Meeting	Zoom
November 21 st (Fri)	Operating Budget Submission Deadline	Submitted to Finance Director
November 30 th (Weds)	Special Town Meeting	
December 13 th	1 st Joint Budget Workshop 6pm-10pm	TBD
January 5 th (Thu)	Select Board Vote to Open the Warrant	Invitation for Articles
January 13 th (Thu)	Community Preservation Committee & Capital Planning Committee Finalize Recommendations	
January 23 rd (Mon)	2 nd Joint Budget Workshop – L-S Presents Budget to Lincoln	Donaldson Room
January 30 th Mon	Select Board Vote to Close Warrant	Deadline for Articles
February 6 th (Mon)	Annual Report Deadline	Submitted to BOS
February 10 th (Fri)	Annual Report sent to Printer	King Printing
Mid-February	Finance Committee/Selectmen/School Committee Finalize Budgets and Any Potential Override Budget Alternatives	
February 14 th (Tues)	Finance Committee Report Submitted to Finance Director for Review	
February 20 th (Mon)	Deadline for Select Board to Place Questions on Ballot	35 days min prior to Election per c.54 s. 42C
February 27 th (Mon)	Selects sign Warrant	
Late-February TBD	Finance Committee's Annual Budget Hearing	Donaldson Room
February 28 th (Tues)	Warrant & Finance Committee Report to Printer	Allows 10 days printing & 2 days stuffing
March 16 th (Thurs)	Town Meeting Warrant & Finance Committee Report Mailed	1 Week Min Prior to ATM per Bylaw-March 20 th
March 22 nd (Wed)	Moderator's Meeting	Donaldson Room
March 25 th (Sat)	Annual Town Meeting	
March 27 th (Mon)	Annual Town Election – 7:30am -8pm	Smith School Gym
March 28 th (Tues)	2 nd Town Meeting Session	Auditorium