

# Annual Town Meeting & Budget Planning Calendar

**FY 25**

**01/09/24**

Date	Milestone	Comment
August 30 <sup>th</sup>	Community Preservation Committee Forms Distributed	
August 30 <sup>th</sup>	Capital Planning Forms Distributed	
September 29 <sup>th</sup> (Fri)	Community Preservation Committee <i>Deadline Preliminary Proposals</i>	Submitted to Finance Director
September 29 <sup>th</sup> (Fri)	Capital Planning Application Deadline	Submitted to Assistant Town Administrator
September 30 <sup>th</sup>	State of the Town/Community Charrette	Lincoln School Learning Commons
Mid-October	Capital Planning Review Sessions Begin	Review during Oct/Nov/Dec
October 30 <sup>th</sup> (Mon)	Operating Budgets Finance Committee's Spending Guideline & Forms Distributed	
November 17 <sup>th</sup> (Fri)	Operating Budget Submission Deadline	Submitted to Finance Director
December 2 <sup>nd</sup> (Sat)	Special Town Meeting	Lincoln School Auditorium
December 11 <sup>th</sup>	1 <sup>st</sup> Joint Budget Workshop 6pm-10pm	TBD
January 8 <sup>th</sup> (Mon)	Select Board Vote to Open the Warrant	Invitation for Articles
January 11 <sup>th</sup> (Thu)	Community Preservation Committee & Capital Planning Committee Finalize Recommendations	
January 16 <sup>th</sup> (Tue)	2 <sup>nd</sup> Joint Budget Workshop	Donaldson Room
January 22 <sup>nd</sup> (Mon)	Select Board Vote to Close Warrant	Deadline for Articles
February 5 <sup>th</sup> (Mon)	Annual Report Deadline	Submitted to BOS
February 9 <sup>th</sup> (Fri)	Annual Report sent to Printer	King Printing
Mid-February	Finance Committee/Selectmen/School Committee Finalize Budgets and Any Potential Override Budget Alternatives	
February 13 <sup>th</sup> (Tues)	Finance Committee Report Submitted to Finance Director for Review	
February 19 <sup>th</sup> (Mon)	Deadline for Select Board to Place Questions on Ballot	35 days min prior to Election per c.54 s. 42C
February 26 <sup>th</sup> (Mon)	Selects sign Warrant	
Late-February TBD	Finance Committee's Annual Budget Hearing	Donaldson Room
February 27 <sup>th</sup> (Tues)	Warrant & Finance Committee Report to Printer	Allows 10 days printing & 2 days stuffing
March 14 <sup>th</sup> (Thurs)	Town Meeting Warrant & Finance Committee Report Mailed	1 Wk Min Prior to ATM per Bylaw-March 23 <sup>rd</sup>
March 20 <sup>th</sup> (Wed)	Moderator's Meeting	Donaldson Room
March 23 <sup>rd</sup> (Sat)	Annual Town Meeting	Lincoln School Aud.
March 25 <sup>th</sup> (Mon)	Annual Town Election – 7:30am -8pm	Lincoln School Gym
March 26 <sup>th</sup> (Tues)	2 <sup>nd</sup> Town Meeting Session – Financial Articles	Auditorium