

## FY 2023 Budget Action Calendar

DATE	ACTION
Tuesday, September 28, 2021	Town Manager issues instructions to Municipal Departments for FY23 Operating & Capital budgets
Monday, October 4, 2021	Municipal Departments submit preliminary listing of any proposed FY23 position changes with supporting justification to Human Resources (HR) with copy to Town Manager
Wednesday, October 20, 2021	School Committee Workshop – Strategic Plan and Priorities
Thursday, October 21, 2021	Town Council conducts joint meeting with School Committee in accordance with Town Charter to review financial condition and financial policies of the Town
Monday, October 25, 2021	Town Manager & School Superintendent develop annual policy agreement on allocation of projected FY23 General Fund revenue growth
Monday, November 1, 2021	Departments (including School) submit Capital Improvements Project (CIP) project data sheets <i>with supporting photos</i> and review of existing capital projects to Town Manager
Monday, November 8, 2021	Municipal Departments submit Calendar Year fee change requests to Town Manager
Wednesday, November 10, 2021	HR Director submits position changes summary including comments to Town Manager
Tuesday, November 16, 2021	Town Manager conducts public hearing on any proposed changes to <u>Calendar Year fees</u>
Monday, November 22, 2021	CIP Task Force provided copy of CIP submissions
Friday, November 26, 2021	Superintendent issues Operating budget instructions for School Department
Thursday, December 2, 2021	Municipal Department Managers submit Operating Budget <i>Decision Packages</i>
Thursday, December 2, 2021	Annual Organization of Town Council (TM must submit budget to Town Council within 170 days per M.G.L. 44 § 32) (Friday, May 21, 2022)
Friday, December 10, 2021	CIP Task Force conducts workshop on CIP submissions (Date Subject to Change)
Wednesday, December 22, 2021	School site/department submit Operating Budget requests
Wednesday, January 5, 2022	Municipal Department Managers submit Operating Budget <i>Narratives</i> including photos
Wednesday, January 19, 2022	School Committee Workshop (FY23 Budget Introduction/ Confirming Strategic Direction of Budget)
Wednesday, January 26, 2022	Municipal Departments submit Fiscal Year fee change requests to Town
Wednesday, February 2, 2022	School Committee Meeting – Initial Presentation of FY23 Budget
Wednesday, February 16, 2022	School Committee Workshop (Round Table Review of Budget)
Wednesday, March 2, 2022	School Committee Meeting – FY23 Budget Review
Monday, March 7, 2022	Town Manager submits recommended FY23 Capital Budget to Town Council per Part VI, Section 6-5 (d) of the Charter (TC must adopt plan BEFORE June 1, 2022)
Wednesday, March 16, 2022	FY23 School Operating Budget Public Hearing
Tuesday, March 22, 2022	Town Manager conducts public hearing on any proposed changes to <u>Fiscal Year fees</u>
Wednesday, April 6, 2022	School Committee meeting to adopt FY23 Operating budget
Thursday, April 7, 2022	School Department submits adopted FY23 School budget to Town Manager
Thursday, April 7, 2022	Town Council conducts first reading of FY23 Capital Budget Orders. Capital Budget presentation made to the Town Council
Monday, April 11, 2022	CFAC submits their review of recommended FY23 Capital Budget to Town Manager & Town Council
Thursday, April 28, 2022	Town Council conducts first public hearing on FY23 Capital Budget
Thursday, May 5, 2022	Town Council conducts second public hearing on FY23 Capital Budget
Tuesday, May 10, 2022	Town Manager submits recommended FY23 Operating Budget to the Town Council. Town Council must adopt budget within 45 days (by June 24, 2022) otherwise it becomes part of FY23 appropriations per Section 6-3 (b) of the Charter)
Monday May 16, 2022	CFAC submits their review of recommended FY23 Operating Budget to Town Manager & Town Council
Thursday, May 19, 2022	Last Town Council meeting to adopt FY23 proposed Capital Budget (Must be adopted by June 1, 2022)
Thursday, May 19, 2022	Town Council conducts first reading of the FY23 Operating Budget Orders. Operating Budget presentation made to Town Council.
Thursday, June 2, 2022	Town Council conducts first public hearing on FY23 Operating Budget
Thursday, June 16, 2022	Town Council conducts second public hearing on FY23 Operating Budget
Thursday, June 23, 2022	Town Council conducts third public hearing on FY23 Operating Budget (if needed). This is the last weekday the FY23 Operating Budget can be adopted by Town Council per Part VI Section 6-3 (b) of the charter (TC must adopt within 45 days of receiving budget)

Town Council Action

School Committee Action

Town Manager Action

Municipal &amp; School Dept./CFAC Action