

## FY 2025 Budget Action Calendar

DATE	ACTION
Monday, September 18, 2023	Town Manager issues instructions to Municipal Departments for FY25 Operating & Capital budgets
Friday, October 13, 2023	Municipal Departments submit preliminary listing of any proposed FY25 position changes with supporting justification to Human Resources (HR) with copy to Town Manager
Monday, October 16, 2023	Municipal Departments submit Calendar Year fee change requests to Town Manager
Thursday, October 19, 2023	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 30, 2023	Town Manager & School Superintendent develop annual policy agreement on allocation of projected FY25 General Fund revenue growth
Monday, November 6, 2023	Departments (including School) submit Capital Improvements Project (CIP) data sheets <i>with supporting photos</i> and review of existing capital projects to Town Manager
Tuesday, November 14, 2023	Town Manager conducts public hearing on any proposed changes to <u>Calendar Year fees</u>
Wednesday, November 15, 2023	Human Resources submits position changes summary including comments to Town Manager
Wednesday November 15, 2023	School Committee Meeting – Strategic Plan and Priorities
Monday, November 27, 2023	CIP Task Force provided copy of CIP submissions
Monday, November 27, 2023	Superintendent issues Operating budget instructions for School Department
Thursday, December 7, 2023	Municipal Department Managers submit Operating Budget <i>Decision Packages</i>
Thursday, December 14, 2023	CIP Task Force conducts workshop on CIP submissions (Date Subject to Change)
Wednesday, December 20, 2023	School site/department submit Operating Budget requests
Thursday, December 21, 2023	Annual Organization of Town Council (TM must submit budget to Town Council within 170 days per M.G.L. 44 § 32) (Friday, June 7, 2024)
Friday, January 5, 2024	Municipal Department Managers submit Operating Budget <i>Narratives</i> including photos
Wednesday, January 24, 2024	School Committee Workshop (FY25 Budget Introduction/ Confirming Strategic Direction of Budget)
Wednesday, January 17, 2024	Municipal Departments submit Fiscal Year fee change requests to Town
Wednesday, February 7, 2024	School Committee Meeting – Initial Presentation of FY25 Budget
Wednesday, February 14, 2024	School Committee Workshop (Round Table Review of Budget)
Monday, March 4, 2024	Town Manager submits recommended FY25 Capital Budget to Town Council per Part VI, Section 6-5 (d) of the Charter (TC must adopt plan BEFORE June 1, 2024)
Wednesday, March 6, 2024	School Committee Meeting – FY25 Budget Review
Tuesday, March 19, 2024	Town Manager conducts public hearing on any proposed changes to <u>Fiscal Year fees</u>
Wednesday, March 20, 2024	FY25 School Operating Budget Public Hearing
Wednesday, April 3, 2024	School Committee meeting to adopt FY25 Operating budget
Thursday, April 4, 2024	School Department submits adopted FY25 School budget to Town Manager
Thursday, April 4, 2024	Town Council conducts first reading of FY25 Capital Budget Orders. Capital Budget presentation made to the Town Council
Monday, April 8, 2024	CFAC submits their review of recommended FY25 Capital Budget to Town Manager & Town Council
Thursday, April 25, 2024	Town Council conducts first public hearing on FY25 Capital Budget
Thursday, May 2, 2024	Town Council conducts second public hearing on FY25 Capital Budget
Wednesday, May 8, 2024	Town Manager submits recommended FY25 Operating Budget to the Town Council. Town Council must adopt budget within 45 days (by June 21, 2024) otherwise it becomes part of FY25 appropriations per Section 6-3 (b) of the Charter)
Monday May 13, 2024	CFAC submits their review of recommended FY25 Operating Budget to Town Manager & Town Council
Thursday, May 16, 2024	Last Town Council meeting to adopt FY25 proposed Capital Budget (Must be adopted by June 1, 2024)
Thursday, May 16, 2024	Town Council conducts first reading of the FY25 Operating Budget Orders. Operating Budget presentation made to Town Council.
Thursday, June 6, 2024	Town Council conducts first public hearing on FY25 Operating Budget
Thursday, June 20, 2024	Town Council conducts second public hearing on FY25 Operating Budget
Friday, June 21, 2024	Special Town Council meeting (if needed) to complete public hearings on FY25 proposed Operating Budget.

Town Council Action

School Committee Action

Town Manager Action

Municipal &amp; School Dept./CFAC Action