

Annual Town Meeting & Budget Planning Calendar

FY 22 – May Town Meeting

01/21/21

Date	Milestone	Comment
December 9th	1 st Joint Budget Workshop 6pm-10pm	Preliminary Budgets
December 14th	BOS Voted to Change the Date of Town Meeting MGL, c. 39, s. 9	
January 11th	BOS will Vote to Convene Two Elections MGL, c. 39, s. 10 Annual Election – March 29 th Special Election – May 17th	Debt Exclusion Questions will appear on May 17 th ballot
Mid-January	Community Preservation Committee & Capital Planning Committee Finalize Recommendations Per Original Timeline	
February 23rd	2 nd Joint Budget Workshop	Departments present updated budgets
March 8 th (Mon)	Selectmen Vote to Open the Warrant	Invitation for Articles
March 15th (Mon)	Annual Town Report Submission Deadline	Submitted to BOS c/o Peggy Elder
March 22nd (Mon)	Selectmen Vote to Close Warrant	Deadline for Articles
March 29th	Annual Town Election	Voting for candidates
March 29th (Mon)	Deadline for Selectmen to Place Questions on Ballot	35 days min prior to Election per c.54 s. 42C
Early-April	Finance Committee/Selectmen/School Committee Finalize Budgets and Any Potential Override Budget Alternatives	
Early-April	Finance Committee Report Submitted to Finance Director for Review	
April 19th (Mon)	BOS signs Warrant	
Late-April TBD	Finance Committee's Annual Budget Hearing	Donaldson Room
Late-April	Warrant & Finance Committee Report to Printer	Allows 10 days printing & 2 days stuffing
1 st week of May	Virtual Town Meeting Presentations	Budget Petitions Bylaws
May 6th (Thurs)	Town Meeting Warrant & Finance Committee Report Mailed	1 Week Min Prior to ATM per Bylaw-May 6th
May 12th (Thurs)	Moderator's Meeting	Virtual
May 15th (Sat)	Annual Town Meeting	Parking Lot Hartwell or Smith
May 16th (Sun)	2 nd Town Meeting Session IF NECESSARY	Parking Lot Hartwell or Smith
May 17 th (Mon)	Special Town Election – 7:30am -8pm	Voting on debt exclusion ballot questiions