

Annual Town Meeting & Budget Planning Calendar

FY 23

Date	Milestone	Comment
September 8th	Community Preservation Committee Forms Distributed	
August 27 th (Tues)	Capital Planning Forms Distributed	
September 30 th (Mon)	Community Preservation Committee Deadline <i>Preliminary Proposals</i>	Submitted to Finance Director
September 25th (Fri)	Capital Planning Application Deadline	Submitted to Assistant Town Administrator
Mid-October	Capital Planning Review Sessions Begin	Review during Oct/Nov/Dec
Mid-October	Operating Budgets Finance Committee's Spending Guideline & Forms Distributed	
October 30th (Thu)	Community Preservation Committee Deadline Final Applications	
November 1 st and 2nd	State of the Town Meeting	Zoom
November 23rd (Mon)	Operating Budget Submission Deadline	Submitted to Finance Director
December 9th	1 st Joint Budget Workshop 6pm-10pm	TBD
January 3 rd (Mon)	Select Board Vote to Open the Warrant	Invitation for Articles
January 13 th (Thu)	Community Preservation Committee & Capital Planning Committee Finalize Recommendations	
January 18th	2 nd Joint Budget Workshop – L-S Presents Budget to Lincoln	Donaldson Room
January 31st (Tue – MLK)	Select Board Vote to Close Warrant	Deadline for Articles
February 7 th (Mon)	Annual Report Deadline	Submitted to BOS
Mid-February	Finance Committee/Selectmen/School Committee Finalize Budgets and Any Potential Override Budget Alternatives	
February 15 th (Tues)	Finance Committee Report Submitted to Finance Director for Review	
February 18 th (Fri)	Deadline for Select Board to Place Questions on Ballot	35 days min prior to Election per c.54 s. 42C
February 21 st (Mon)	Selects sign Warrant	
Late-February TBD	Finance Committee's Annual Budget Hearing	Donaldson Room
March 1 st (Tues)	Warrant & Finance Committee Report to Printer	Allows 10 days printing & 2 days stuffing
March 18 th (Thurs)	Town Meeting Warrant & Finance Committee Report Mailed	1 Week Min Prior to ATM per Bylaw-March 20 th
March 24 th (Thurs)	Moderator's Meeting	Donaldson Room
March 26 th (Sat)	Annual Town Meeting	
March 28 th (Mon)	Annual Town Election – 7:30am -8pm	Smith School Gym
March 29 th (Tues)	2 nd Town Meeting Session	Auditorium