

2022 Annual Town Meeting & FY 23 Budget Timeline

Please note that some of the dates provided below are an estimation and may change. Please call the Town Manager's office at 508-497-9701 with questions.

Any updates will be made to this document. For your convenience, references to relevant state laws, local bylaws, Town Charter and policies are also included.

September 28, 2021	Town Manager gains consensus on budget timeline and budget message with Select Board, Appropriation Committee and School Committee. (Charter § 7-2(a)) Town Manager issues Budget Schedule.
September 29, 2021	CFO distributes budget materials.
October 1, 2021	<i>Deadline for establishing and issuing budget schedule (Charter § 7-2(a))</i>
October 14, 2021	Deadline to submit CPC applications
November 1, 2021	Municipal Services budgets due to Town Manager.
November 9, 2021	Select Board discusses its potential articles, including any General Bylaw changes
November 15, 2021	Town Manager CIP review.
November 15, 2021	CPC capital requests due to CIC
November 15, 2021	Long Term capital plans due to CIC.
December 1, 2021	<i>Town officials and multiple member bodies may submit draft warrant articles to Town Counsel for review and comment (S.B. policy).</i>
December 7, 2021	Select Board discusses its own potential articles, including any General Bylaw changes.
December 9, 2021	Select Board, School Committee, Appropriation Committee Joint Meeting - Budget Update
December 14, 2021	<i>Select Board vote to open the ATM warrant on January 2, 2021 (or before). (120 days before ATM)</i>

	Select Board discusses its own potential articles, including any General Bylaw changes.
December 16, 2021	School Superintendent presents budget
December 20, 2021	CIC & CPC complete capital hearings and submit to Town Manager.
December 20, 2021	Town Manager completes Municipal Services budget review.
January, 2022	Planning Board public hearing on zoning articles (date scheduled by Planning Board, Zoning Bylaw §210-153; MGL c.40A §5).
January 2, 2022	ATM Warrant opens. Submission of proposed warrant articles begins.
January 6, 2022	School Superintendent presents budget to School Committee
January 11, 2022	Select Board discusses its own potential ATM articles.
January 13, 2022	School Committee Public Hearing/Board Discussion, with Select Board and Appropriation Committee
January 20, 2022	School Committee Votes FY 23 Budget
January 25, 2022	Select Board review its own ATM articles; vote to submit own articles into warrant.
January 25, 2022	<i>Town Manager submits a consolidated budget to the Select Board.</i>
February 1, 2022	<i>ATM Warrant closes (90 days before ATM, Charter § 2-3).</i> <ul style="list-style-type: none"> ● All petitions for warrant articles submitted to Town Clerk for signature confirmation. ● Town Manager refers all appropriation articles to Appropriation Committee. ● Select Board refers voter petitions to Board of Registrars (MGL c.39 § 10). ● Select Board refers all zoning articles to Planning Bd. within 14 days of submission (MGL c.40A § 5).
February 1, 2022	Select Board conducts budget and capital hearings. Select Board reviews language of its own ATM articles.
February 8, 2022	Draft ATM Warrant to Town Counsel

<i>Feb.21-25 School Vacation</i>	
February 8, 15, 22, 2022	Select Board budget and capital hearings. Select Board finalize language of its own ATM articles.
March, 2022	Public Forum - General Bylaw articles submitted into Warrant, hosted by those proposing the General Bylaw articles. (optional)
March 1, 15, 2022	Select Board budget and capital hearings. Select Board finalize language of its own ATM articles.
March 15, 2022	<i>Select Board adopts budget and capital and submits to Appropriation Committee.</i>
March 15, 2022	Draft ATM Warrant to Select Board for review. Working session with Department Heads - Non-financial Warrant articles, as needed. Select Board take positions on Warrant articles
March 28, 2022	Last day to file nomination papers for town election (MGL c.53 § 7, 49 days prior to election).
April 5, 2022	Select Board review ATM Warrant. Select Board take positions on Warrant articles. Select Board finalize ballot questions. Select Board review draft Motions.
April 7, 2022	<i>Appropriation Committee holds hearing and votes on budget and delivers required report by April 18. (At least 14 days before ATM, Charter § 7-2(b))</i>
April 8, 2022	Warrant and Motions Document completed by Town Counsel.
April 11, 2022	Deadline for submission of powerpoint presentations for ATM. Send to Moderator for approval.
April 11, 2022	<i>Deadline for final written notice of any ballot questions to be submitted to the Town Clerk (35 days before annual town</i>

	<i>election, MGL c.54 § 42C).</i>
April 12, 2022	Select Board review draft Motions. Select Board take positions on Warrant articles. Select Board sign ATM Warrant. Select Board discuss its town meeting presentations.
April 12, 2022	<i>Last day to register to vote for the Annual Town Meeting and Annual Town Election (20 days before Town Meeting/Election M.G.L. c. 51 § 1F).</i>
April 13, 2022	Moderator's Meeting: Review of final motions and meeting process with Town Counsel, SB Chair, Moderator, Appropriation Committee Chair, Town Manager, Principal Planner/Planning Board Chair, School Committee Chair, School Superintendent, Finance Director, Town Clerk, Asst. Town Manager, Deputy Moderator.
<i>School Vacation April 18 - 22</i>	
April 18, 2022	Appropriation Committee Report Due <i>(At least 14 days before ATM, Charter § 7-2(b))</i>
April 18, 2022	<i>Town Report, Q&As and other documents made available (Annual Town Report 14 days before ATM, Charter § 3-1(f)).</i>
April 18, 2022	<i>All Town Meeting Reports/handouts Are Published and Available to the Public</i>
April 19, 2022	Select Board review and assign town meeting duties/presentations.
April 22, 2022	<i>Combined Election and Warrant posted at least 8 days before ATM (Bylaws § 47-1; MGL c.39 §§ 9A, 10).</i>
May 2, 2022	Annual Town Meeting <i>(First Monday in May, Bylaws § 47-2)</i>
May 16, 2022	Annual Town Election <i>(3rd Monday in May, Bylaws § 47-2)</i>