

2023 Annual Town Meeting & FY 24 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 29, 2022	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 30, 2022	CFO distributes budget materials.
October 1, 2022	<i>Deadline for establishing and issuing budget schedule (Charter § 7-2(a))</i>
October 13, 2022	Deadline to submit CPC applications
November 1, 2022	Municipal Services budgets due to Town Manager.
November 1, 2022	Select Board discusses its potential articles, including any General Bylaw changes
November 14, 2022	Town Manager CIP review.
November 14, 2022	CPC capital requests due to CIC
November 14, 2022	Long Term capital plans due to CIC.
December 1, 2022	<i>Town officials and multiple member bodies may submit draft warrant articles to Town Counsel for review and comment (S.B. policy).</i>
December 6, 2022	Select Board discusses its own potential articles, including any General Bylaw changes.
December 8, 2022	Select Board, School Committee, Appropriation Committee Joint Meeting - Budget Update
December 15, 2022	School Superintendent presents budget
December 19, 2022	Town Manager completes Municipal Services budget

	review.
December 20, 2022	CIC & CPC complete capital hearings and submit to Town Manager.
December 20, 2022	<i>Select Board vote to open the ATM warrant on January 1, 2023 (or before). (120 days before ATM)</i> Select Board discusses its own potential articles, including any General Bylaw changes.
January 1, 2023	ATM Warrant opens. Submission of proposed warrant articles begins.
January 5, 2023	School Superintendent presents budget to School Committee
January 10, 2023	Select Board discusses its own potential ATM articles.
January 12, 2023	School Committee Public Hearing/Board Discussion, with Select Board and Appropriation Committee
January 19, 2023	School Committee Votes FY 23 Budget
January 24, 2023	Select Board review its own ATM articles; vote to submit own articles into warrant.
January 24, 2023	<i>Town Manager submits a consolidated budget to the Select Board.</i>
January 31, 2023	<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).
January 31, 2023	Select Board conducts budget and capital hearings. Select Board reviews language of its own ATM articles.
February, 2023	Planning Board public hearing on zoning articles (date scheduled by Planning Board, Zoning Bylaw §210-153; MGL c.40A §5.

February 7, 2023	Draft ATM Warrant to Town Counsel
<i>Feb.20 - 24 School Vacation</i>	
February 7, 14, 28, 2023	Select Board budget and capital hearings. Select Board finalize language of its own ATM articles.
March, 2023	Public Forum - General Bylaw articles submitted into Warrant, hosted by those proposing the General Bylaw articles. (optional)
March 14, 2023	Select Board budget and capital hearings. Select Board finalize language of its own ATM articles.
March 14, 2023	<i>Select Board adopts budget and capital and submits to Appropriation Committee.</i>
March 14, 2023	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 27, 2023	Last day to file nomination papers for town election (MGL c.53 § 7, 49 days prior to election).
March 28, 2023	Select Board Review ATM Warrant Select Board take positions on Warrant articles
April 4, 2023	Select Board review ATM Warrant. Select Board take positions on Warrant articles. Select Board finalize ballot questions. Select Board review draft Motions.
April 6, 2023	<i>Appropriation Committee holds hearing and votes on budget and delivers required report by April 17. (At least 14 days before ATM, Charter § 7-2(b))</i>
April 7, 2023	Warrant and Motions Document completed.

April 10, 2023	Deadline for submission of powerpoint presentations for ATM. Send to Moderator for approval.
April 10, 2023	<i>Deadline for final written notice of any ballot questions to be submitted to the Town Clerk (35 days before annual town election, MGL c.54 § 42C).</i>
April 11, 2023	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 11, 2023	<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 12, 2023	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 17 - 21</i>	
April 17, 2023	Appropriation Committee Report Due <i>(At least 14 days before ATM, Charter § 7-2(b))</i>
April 17, 2023	<i>Town Report, Q&As and other documents made available (Annual Town Report 14 days before ATM, Charter § 3-1(f)).</i>
April 17, 2023	<i>All Town Meeting Reports/handouts Are Published and Available to the Public</i>
April 18, 2023	Select Board review and assign town meeting duties/presentations.
April 21, 2023	<i>Combined Election and Warrant posted at least 8 days before ATM (Bylaws § 47-1; MGL c.39 §§ 9A, 10).</i>
May 1, 2023	Annual Town Meeting <i>(First Monday in May, Bylaws § 47-2)</i>
May 15, 2023	Annual Town Election <i>(3rd Monday in May, Bylaws § 47-2)</i>