

2025 Annual Town Meeting Timeline & FY 26 Budget Calendar

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.

<b>September 10, 2024</b>	<b>Town Manager gains consensus on budget timeline with Select Board, Appropriation Committee and School Committee. (Charter § 7-2(a)) Budget message discussion.  Town Manager issues Budget Schedule before Oct. 1.</b>
October 1, 2024	<i>Deadline for establishing and issuing budget schedule (Charter § 7-2(a))</i>
<b>October 1, 2024</b>	<b>Town Manager and Select Board develop budget message.</b>
October 4, 2024	CFO distributes budget materials.
October 10, 2024	Deadline to submit CPC applications
<b>November 1, 2024</b>	<b>Municipal Services budgets due to Town Manager.</b>
November 14, 2024	Select Board discusses its potential articles, including any General Bylaw changes
<b>November 14, 2024</b>	<b>Select Board Budget Listening Session</b>
<b>November 18, 2024</b>	<b>10 Year capital plans due to CIC. (3rd Monday of November - Bylaw § 5-22)</b>
November 18, 2024	Town Manager CIP review.
<b>November 18, 2024</b>	<b>CPC capital requests due to CIC</b>
December, 2024	Town officials and multiple member bodies may submit draft warrant articles to Town Counsel for review and comment (S.B. policy).
December 3, 2024	Select Board discusses its own potential articles, including any General Bylaw changes.
<b>December 17, 2024</b>	<b>Select Board, School Committee, Appropriation Committee</b>

	<b>Joint Meeting - Budget Update, including School Dept. presentation</b>
December 17, 2024	Select Board vote to open the ATM warrant on January 5, 2025 (or before). <i>(120 days before ATM)</i>  Select Board discusses its own potential articles, including any General Bylaw changes.
<b>December 19, 2024</b>	<b>Town Manager completes Municipal Services budget review.</b>
<b>December 19, 2024</b>	<b>CIC &amp; CPC complete capital hearings and submit to Town Manager.</b>
<b>December 19, 2024</b>	<b>School Superintendent presents budget; Joint Meeting School Committee, Appropriation Committee, Select Board</b>
January 5, 2025	ATM Warrant opens. Submission of proposed warrant articles begins.
January 7, 2025	Select Board discusses its own potential ATM articles.
<b>January 9, 2025</b>	<b>School Superintendent presents budget to School Committee. Select Board &amp; Appropriation Committee will attend.</b>
<b>January 16, 2025</b>	<b>School Committee Public Hearing/Board Discussion, with Select Board and Appropriation Committee; will include information on funding sources.</b>
January 21, 2025	Select Board review its own ATM articles; vote to submit own articles into warrant.
<b>January 21, 2025</b>	<b>Town Manager submits a consolidated budget to the Select Board.</b>
<b>January 23, 2025</b>	<b>School Committee Votes FY 26 Budget</b>
February 3, 2025	<i>ATM Warrant closes (90 days before ATM, Charter § 2-3).</i> <ul style="list-style-type: none"> <li>● All petitions for warrant articles submitted to Town Clerk for signature confirmation.</li> <li>● Town Manager refers all appropriation articles to Appropriation Committee.</li> <li>● Select Board refers voter petitions to Board of Registrars (MGL c.39 § 10).</li> <li>● Select Board refers all zoning articles to Planning Bd.</li> </ul>

	within 14 days of submission (MGL c.40A § 5).
February 4, 2025	Select Board conducts budget and capital hearings. Select Board reviews language of its own ATM articles.
February, 2025	Planning Board public hearing on zoning articles (date scheduled by Planning Board, Zoning Bylaw §210-153; MGL c.40A §5).
February 14, 2025	Draft ATM Warrant to Town Counsel
<i>Feb.17 - 21 School Vacation</i>	
February 25, 2025	Select Board budget and capital hearings. Select Board finalize language of its own ATM articles.
March, 2025	Public Forum - General Bylaw articles submitted into Warrant, hosted by those proposing the General Bylaw articles. (optional)
March 4, 2025	Select Board budget and capital hearings. Select Board finalize language of its own ATM articles.
<b>March 11, 2025</b>	<b>Select Board adopts budget and capital and submits to Appropriation Committee.</b>
March 11, 2025	Draft ATM Warrant & Motions to Select Board for review.  Working session with Department Heads - Non-financial Warrant articles, as needed.  Select Board take positions on Warrant articles
March 31, 2025	Last day to file nomination papers for town election ( <i>MGL c.53 § 7, 49 days prior to election</i> ).
April 1, 2025	Select Board Review ATM Warrant & Motions  <b>Select Board finalize ballot questions.</b>  Select Board take positions on Warrant articles
April 8, 2025	Select Board vote to sign ATM Warrant.

	Select Board take positions on Warrant articles. Select Board review draft Motions.
<i>April 14-18 School Vacation</i>	
April 14, 2025	<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>
<b>April 15, 2025</b>	<b>Appropriation Committee holds hearing and votes on budget and delivers required report by April 21. (At least 14 days before ATM, Charter § 7-2(b))</b>
April 15, 2025	Deadline for submission of powerpoint presentations for ATM. Send to Moderator for approval.
April __, 2025	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.
April 21, 2025	Warrant and Motions Document completed.
April 21, 2025	<b>Appropriation Committee Report Due (At least 14 days before ATM, Charter § 7-2(b))</b>
April 21, 2025	All Town Meeting Reports/Handouts/Q&A's Are Published and Available to the Public. (Annual Town Report 14 days before ATM, Charter § 3-1(f))
April 22, 2025	Select Board discuss its town meeting presentations.
April 25, 2025	<i>Combined Election and Warrant posted at least 8 days before ATM (Bylaws § 47-1; MGL c.39 §§ 9A, 10).</i>
April 25, 2025	<i>Last day to register to vote for the Annual Town Meeting and Annual Town Election (10 days before Town Meeting/Election M.G.L. c. 51 § 1F).</i>
May 5, 2025	Annual Town Meeting (First Monday in May, Bylaws § 47-2)
May 19, 2025	Annual Town Election (3rd Monday in May, Bylaws § 47-2)