

2022/2023 BUDGET CALENDAR

ACTIVITY	LATEST DATE PER TOWN CHARTER	RECOMMENDED DATE
Capital Budget forms prepared & sent out.		October 22, 2021
Completed Capital Budget forms returned to Town Manager (including Board of Education)		December 3, 2021
Operating Budget forms prepared & sent out.		October 29, 2021
Completed Operating Budget forms returned to Town Manager (excluding Board of Education)	March 12, 2021	December 31, 2021
Capital Budget discussion & presentation before Council		January- February 2022
Operating Budget meetings with Town Manager, Departments, Boards		Jan. 3 – Feb 4, 2022
Capital Budget forwarded to Planning & Zoning		February 21, 2022
Board of Education Budget <u>totals</u> to Town Manager	March 12, 2022	February 11, 2022
Board of Education Budget filed with Town Clerk & forwarded to Town Council	March 12, 2022	February 18, 2022
Planning & Zoning 8-24 Review		February 28, 2022
Town Manager's Proposed Operating & Capital Budget to Town Council & Town Clerk (filed)	March 22, 2022	March 7, 2022
Public Copies for Hearing Available	April 11, 2022	March 7, 2022

2022/23 BUDGET CALENDAR (Continued)

ACTIVITY	LATEST DATE PER TOWN CHARTER	RECOMMENDED DATE
Legal Notice on Hearing	April 11, 2022	February 24, 2022
Public Hearing on Town, School & Capital Budget	April 22, 2022	March 10, 2022
Council meets with Board of Education on Budget		March 14, 2022
Council Budget Adjustments		March 7-April 4, 2022
Council's Final Adjustments & Budget Adoption & Warning of Town Meeting		April 4, 2022
Document Preparation		April 5-8, 2022
Legal Notice to Paper		April 7, 2022 AM Latest
Annual Meeting Legal Notice	April 12, 2022	April 12, 2022
Annual Town Meeting	April 23, 2022	April 23, 2022
Adjourned Town Meeting/ Referendum	May 3, 2022	May 3, 2022

NOTE: SCHOOL VACATION DATES
 February 21, 22
 April 11-15 Spring Break