

**Appendix II  
2023/2024 BUDGET CALENDAR**

<b>ACTIVITY</b>	<b>LATEST DATE PER TOWN CHARTER</b>	<b>RECOMMENDED DATE</b>
Capital Budget forms prepared & sent out.		October 24, 2022
Operating Budget forms prepared & sent out.		TBD
Completed Capital Budget forms returned to Town Manager (including Board of Education)		December 5, 2022
Completed Operating Budget forms returned to Town Manager (excluding Board of Education)	March 12, 2023	January 13, 2023
Capital Budget discussion & presentation before Council		January- February 2023
Operating Budget meetings with Town Manager, Departments, Boards		Jan. 17 – Feb 10, 2023
Board of Education Budget <u>totals</u> to Town Manager	March 12, 2023	February 10, 2023
Board of Education Budget filed with Town Clerk & forwarded to Town Council	March 12, 2023	February 17, 2023
Capital Budget forwarded to Planning & Zoning		February 21, 2023
Legal Notice on Hearing	April 10, 2023	February 23, 2023
Planning & Zoning 8-24 Review		February 27, 2023

**2023/24 BUDGET CALENDAR (Continued)**

<b>ACTIVITY</b>	<b>LATEST DATE PER TOWN CHARTER</b>	<b>RECOMMENDED DATE</b>
Town Manager's Proposed Operating & Capital Budget to Town Council & Town Clerk (filed)	March 22, 2023	March 6, 2023
Public Copies for Hearing Available	April 10, 2023	March 6, 2023
Public Hearing on Town, School & Capital Budget	April 21, 2023	March 9, 2023
Council meets with Board of Education on Budget		March 13, 2023
Council Budget Adjustments		March 6-April 3, 2023
Council's Final Adjustments & Budget Adoption & Warning of Town Meeting		April 3, 2023
Document Preparation		April 4-7, 2023
Legal Notice to Paper		April 6, 2023 AM Latest
Annual Meeting Legal Notice	April 11, 2023	April 11, 2023
Annual Town Meeting	April 22, 2023	April 22, 2023
Adjourned Town Meeting/ Referendum	May 2, 2023	May 2, 2023

NOTE: SCHOOL VACATION DATES  
 February 20, 21  
 April 7-16 Spring Break