



TOWN OF CHATHAM

OFFICE OF THE SELECTMEN

TOWN MANAGER

549 Main Street, Chatham, Massachusetts, 02633

(508) 945-5105

www.chatham-ma.gov

Jill R. Goldsmith, Town Manager

MEMORANDUM

TO: Department Heads, Boards, and Committees

FROM: Jill R. Goldsmith, Town Manager

DATE: September 11, 2012

SUBJECT: FY 2014 Budget Review Schedule Including Warrant Article and Annual Report Submittal Deadlines

SCHEDULE FOR FY 2014 BUDGET PLANNING

| <u>TASKS</u> | <u>Dates</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Budget Kick-off Discussion (BOS/FinCom)/Summit | July 17, 2012 |
| Budget Summit II | September 11, 2012 |
| FY 2014 Budget packets distributed | October 12, 2012 |
| Departmental Proposed FY 2014 Operating Budgets submitted to the Town Manager | November 9, 2012 |
| Department Proposed FY 2014 Capital Improvement Requests submitted to Town Manager | November 9, 2012 |
| Department Proposed FY 2014 Financial/Fiscal Warrant Articles submitted to the Town Manager's Office | December 14, 2012 |
| FY 2014 Monomoy Regional School District Budget submission to the Town Manager (per Regional Agreement) | January 15, 2013 |
| FY 2014 Proposed Town Manager Operating and Capital Budgets and Budget Message submitted to the BOS (and <i>provided to the Finance Committee at the same time as BOS per past practice</i>). | January 22, 2013 |
| Finance Committee budget recommendations and report those recommendations to the BOS in sufficient time for the BOS to consider those recommendations prior to the BOS voting on the operating and | [DATE] |

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| capital budgets (Charter Part VI, Section 6.3) | |
| BOS Transmittal of the Approved FY 2014 Operating and Capital Budgets to the Finance Committee | February 28, 2013 |
| FY 2014 Finance Committee Recommendations for inclusion in the Town Meeting Warrant | April 1, 2013 |

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| ANNUAL TOWN REPORT | |
| <i>Annual Reports</i> to Shanna Nealy in the Board of Selectmen/TM Office electronically in <u>Word</u> to snealy@chatham-ma.gov for inclusion in the Annual Town Report | January 11, 2013 |
| ANNUAL TOWN MEETING WARRANT | |
| Deadline to submit warrant articles for the 2013 Annual Town Meeting <i>All Articles shall be forwarded electronically to <u>Shanna Nealy</u> snealy@chatham-ma.gov in "Town Meeting Ready Format" in <u>Word</u> which includes the Motion, Explanation, and Speaker. Any requests for Town Counsel review will be coordinated through the Town Manager's Office. Staff Liaisons to Committees shall be responsible for ensuring Committees comply with the submittal timeline and format.</i> | <u>Fiscal Warrant Articles:</u> December 14, 2012 <u>Non-fiscal Warrant Articles:</u> January 11, 2013 |
| <u>Community Preservation Committee (CPC) Grants</u> Internal (Town boards, depts.) requests to Finance Director Outside requests to CPC | November 8, 2012 December 6, 2012 |
| Deadline to submit Citizen Petitioned Articles (an electronic version is requested to accompany the formal hard copy submittal to the Town Manager) | March 1, 2013 |
| Deadline to submit CPA and Land Bank Articles | March 1, 2013 |
| BOS Closing of Warrant for Annual Town Meeting | March 19, 2013 |
| Deadline to submit Warrant for Printing/Publication | April 1, 2013 |
| Publication of the Annual Town Meeting Warrant (14 days prior to Town Meeting) | April 29, 2013 |
| Annual Town Meeting | May 13, 2013 |
| Annual Town Election | May 16, 2013 |

cc: Board of Selectmen and Finance Committee