



TOWN OF CHATHAM

OFFICE OF THE SELECTMEN
TOWN MANAGER

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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, 2013

SUBJECT: FY 2015 Budget Review Schedule Including Warrant Article and Annual Report Submittal Deadlines

SCHEDULE FOR FY2015 BUDGET PLANNING

<u>TASKS</u>	<u>Dates</u>
FY2015 Budget Kick-off (BOS/FinCom/MRSD) Summit	September 10, 2013
FY2015 Budget packets distributed	October 11, 2013
Departmental Proposed FY2015 Operating Budgets submitted to the Town Manager	November 15, 2013
Department Proposed FY2015 Capital Improvement Requests submitted to Town Manager	November 15, 2013
Department Proposed FY2015 Financial/Fiscal Warrant Articles submitted to the Town Manager's Office	December 13, 2013
FY2015 Monomoy Regional School District Budget submission to the Town Manager (per Regional Agreement)	January 15, 2014
FY2015 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 28, 2014
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 capital budgets (Charter Part VI, Section 6.3)	February 14, 2014

BOS Transmittal of the Approved FY2015 Operating and Capital Budgets to the Finance Committee	February 28, 2014
FY2015 Finance Committee Recommendations for inclusion in the Town Meeting Warrant	April 2, 2014
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 24, 2014
ANNUAL TOWN MEETING WARRANT	
Deadline to submit warrant articles for the 2014 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 13, 2013 <u>Non-fiscal Warrant Articles:</u> January 17, 2014
<u>Community Preservation Committee (CPC) Grants</u> Internal (Town boards, depts.) requests to Finance Director Outside requests to CPC	November 8, 2013 December 6, 2013
Deadline to submit Citizen Petitioned Articles (an electronic version is requested to accompany the formal hard copy submittal to the Town Manager)	March 7, 2014
Deadline to submit CPA and Land Bank Articles	March 7, 2014
BOS Closing of Warrant for Annual Town Meeting	March 21, 2014
Deadline to submit Warrant for Printing/Publication	April 4, 2014
Publication of the Annual Town Meeting Warrant (14 days prior to Town Meeting)	April 25, 2014
Annual Town Meeting	May 12, 2014
Annual Town Election	May 15, 2014

cc: Board of Selectmen, Finance Committee, MRSD Superintendent