



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

jgoldsmith@chatham-ma.gov

MEMORANDUM

TO: Department Heads, Boards, and Committees

FROM: Jill R. Goldsmith, Town Manager

DATE: October 14, 2014

SUBJECT: FY 2016 Budget Review Schedule Including Warrant Article and Annual Report Submittal Deadlines

<u>TASKS</u>	<u>Dates</u>
FY2016 Budget Kick-off (BOS/FinCom/MRSD) Summit	October 14, 2014
FY2016 Budget packets distributed	October 21, 2014
Departmental Proposed FY2016 Operating Budgets submitted to the Town Manager	November 18, 2014
Department Proposed FY2016 Capital Improvement Requests submitted to Town Manager	November 18, 2014
Department Proposed FY2016 Financial/Fiscal Warrant Articles submitted to the Town Manager's Office	December 19, 2014
FY2016 Monomoy Regional School District (Draft) Budget submission to the Town Manager (per Regional Agreement)	January 15, 2015
FY2016 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 20, 2015
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 13, 2015
BOS Transmittal of the Approved FY2016 Operating and Capital Budgets to the Finance Committee	February 27, 2015

FY2016 Finance Committee Recommendations for inclusion in the Town Meeting Warrant	March 27, 2015
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 23, 2015
ANNUAL TOWN MEETING WARRANT	
Deadline to submit warrant articles for the 2015 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 19, 2014 <u>Non-fiscal Warrant Articles:</u> January 16, 2015
<u>Community Preservation Committee (CPC) Grants</u> Town Department/Committee Staff Liaison project requests to Finance Director <i>[as coordinated through T. Whalen]</i>	November 3, 2014
Suggested deadline to submit Citizen Petitioned Articles (e-version requested to accompany the formal hard copy submittal) to the <i>Town Manager's Office</i> http://www.chatham-ma.gov/Public_Documents/ChathamMA_Manager/Citizen%20Petition%20Form1.pdf	March 6, 2015
Deadline to for CPA and Land Bank Article Recommendations	March 6, 2015
BOS Closing of Warrant for Annual Town Meeting	March 20, 2015
Deadline to submit Warrant for Printing/Publication	March 27, 2015
Publication of the Annual Town Meeting Warrant (14 days prior to Town Meeting)	April 20, 2015
Annual Town Meeting	May 11, 2015
Annual Town Election	May 14, 2015

Thank you in advance for your cooperation. Should you have any questions please contact my office.

cc: Board of Selectmen, Finance Committee, MRSD Superintendent