



TOWN OF CHATHAM

OFFICE OF THE SELECTMEN

TOWN MANAGER

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Jill R. Goldsmith, Town Manager

jgoldsmith@chatham-ma.gov

MEMORANDUM

TO: Department Heads, Boards, and Committees

FROM: Jill R. Goldsmith, Town Manager

DATE: October 6, 2015

SUBJECT: FY 2017 Budget Review Schedule Including Warrant Article and Annual Report Submittal Deadlines

BUDGET REVIEW	DATES/DEADLINES
FY2017 Budget Kick-off Summit -(BOS/FinCom/MRSD)	October 13, 2015 [Tu]
FY2017 Budget Packets Distributed <i>(Department Budget Review Meetings – 10/26-11/19)</i>	October 21, 2015 [Wed]
Departmental Proposed FY2017 Operating Budgets submitted to the Town Manager	November 20, 2015 [Fri]
Department Proposed FY2017 Capital Improvement Requests submitted to Town Manager	November 20, 2015 [Fri]
FY2017 Monomoy Regional School District (Draft) Budget submission to the Town Manager (per Regional Agreement)	January 15, 2016 [Fri]
FY2017 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>).	<u>January 19, 2016 [Tu]</u> <i>(Review at BOS Mtgs of 1/26, 2/2, 2/9, 2/16, 2/23)</i>
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 9, 2016 [Tu]
BOS Transmittal of the Approved FY2017 Operating and Capital Budgets to the Finance Committee	February 23, 2016 [Tu]

FY2017 Finance Committee Recommendations for inclusion in the Town Meeting Warrant	March 25, 2016 [Fri]
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ANNUAL TOWN REPORT	DATES/DEADLINES
<i>Annual Reports</i> to Shanna Nealy in the Board of Selectmen/TM Office electronically in <i>Word</i> (Calibri 12 Font) to snealy@chatham-ma.gov for inclusion in the Annual Town Report	January 15, 2016 [Fri]
ANNUAL TOWN MEETING WARRANT	DATES/DEADLINES
Deadline to submit warrant articles for the 2016 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 18, 2015 [Fri] <u>Non-fiscal Warrant Articles:</u> January 15, 2016 [Fri]
<u>Community Preservation Committee (CPC) Grants</u> Town Department/Committee Staff Liaison project requests to Finance Director [coordinated through Terry Whalen] <i>Public Requests Due January 15, 2015</i>	November 2, 2015 [Mon] Public Requests Due: January 15, 2016 [Fri]
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 18, 2016 [Fri]
CPA and Land Bank Article Recommendations	March 7, 2016 [Mon]
BOS Closing of Warrant for Annual Town Meeting	March 15, 2016 [Tu]
Deadline to submit Warrant for Printing/Publication	March 25, 2016 [Fri]
Publication/Posting of the Annual Town Meeting Warrant (14 days prior to Town Meeting)	April 22, 2016
Annual Town Meeting	May 9, 2016
Annual Town Election	May 12, 2016

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

cc: Board of Selectmen, Finance Committee, MRSD Superintendent