




**TOWN OF CHATHAM**  
 OFFICE OF THE SELECT BOARD/ TOWN MANAGER  
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M E M O R A N D U M

TO: Department Heads, Boards, and Committees

FROM: Jill R. Goldsmith, Town Manager 

DATE: October 18, 2023

SUBJECT: FY2025 Budget Review Schedule Including 2024 Warrant Article and 2023 Annual Report Submittal Deadlines

BUDGET REVIEW	DATES/DEADLINES
Department Proposed FY2025 Capital Improvement Requests submitted to Town Manager	August 23 – October 10, 2023
FY2025 Budget Packets Distributed – On-line	October 12, 2023
FY2025 Budget Kick-off Summit -(Select Board/FinCom/MRSD)	October 17, 2023
FY2025/CY2024 Select Board & Town Manager Goals and Objectives	October 31, 2023
Departmental Proposed FY2025 Operating Budgets submitted to the Town Manager ( <i>Department Budget Review Meetings</i> )	November 2023
FY2025 Monomoy Regional School District (Draft) Budget submission to the Town Manager (per Regional Agreement)	January 16, 2024
FY2025 Proposed Town Manager Operating and Capital Budgets presented to Select Board	<i>January 23, 2024</i>
Budget Book and Budget Message submitted to the SB ( <i>and provided to the Finance Committee at the same</i> ). (Bylaw date – Feb 15)	<u><i>January 23, 2024</i></u>
Finance Committee budget (preliminary) recommendations and report those recommendations to the SB “in sufficient time for the SB to consider those recommendations prior to the SB voting on the operating and capital budgets” (Charter Part VI, § 6.3)	By February 20, 2024

SB Transmittal of the Approved FY2025 Operating and Capital Budgets to the Finance Committee (By-law § 15-1, D- <i>On or before March 1</i> )	February 27, 2024
FY2025 Finance Committee Recommendations for inclusion in the Town Meeting Warrant	March 15, 2024

<b>ANNUAL TOWN REPORT</b>	<b>DATES/DEADLINES</b>
<i>2023 Annual Reports</i> to Cathy Lewis in the Select Board/TM Office electronically in <i>Word</i> (Calibri 12 Font) <a href="mailto:clewis@chatham-ma.gov">clewis@chatham-ma.gov</a> for inclusion in the Annual Town Report	January 31, 2024
<b>ANNUAL TOWN MEETING WARRANT</b>	<b>DATES/DEADLINES</b>
Deadline to submit warrant articles for the 2024 Annual Town Meeting <i>All Articles shall be forwarded electronically to Cathy Lewis, <a href="mailto:clewis@chatham-ma.gov">clewis@chatham-ma.gov</a> 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 15, 2023  <u>Non-fiscal Warrant Articles:</u> By February 15, 2024
<u>Community Preservation Act Committee (CPC) Grants</u> Town Department/Committee Staff Liaison project requests to the Town Manager's Office	Public Requests Due: November 1, 2023
CPA Article Recommendations	February 28, 2024
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> <a href="https://www.chatham-ma.gov/DocumentCenter/View/1874/Town-Meeting-Article-Citizen-Petition-Form-PDF?bidId=">https://www.chatham-ma.gov/DocumentCenter/View/1874/Town-Meeting-Article-Citizen-Petition-Form-PDF?bidId=</a>	March 12, 2024
SB Closing of Warrant & Order Articles for Annual Town Meeting	March 19, 2024
<b>Deadline to submit Warrant for Printing/Publication</b>	<b>March 22, 2024</b>
Publication/Posting of the Annual Town Meeting Warrant (14 days prior to Town Meeting)	By April 26, 2024 (or before)
2024 Annual Town Meeting [ <i>SB to set date by 12/30/23</i> ]	<b>May 13, 2024 (for pre-planning purposes only)</b>
2024 Annual Town Election (3-5 days after ATM)	May __, 2024

Thank you in advance for your cooperation. Should you have any questions please contact my office.  
cc: Select Board, Finance Committee, MRSD Superintendent