



TOWN OF CHATHAM
 OFFICE OF THE SELECT BOARD/ TOWN MANAGER
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Jill R. Goldsmith, 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 15, 2024; Updated December 10, 2024

SUBJECT: FY2026 Budget Review Schedule Including 2025 Warrant Article and 2024 Annual Report Submittal Deadlines

BUDGET REVIEW	DATES/DEADLINES
Department Proposed FY2026 Capital Improvement Requests submitted to Town Manager	August 28 – October 7, 2024
FY2026 ClearGov Operational Budget Opened for Entries	September 24, 2024
FY2026 Budget Kick-off Summit - (Select Board/FinCom/MRSD)	October 22, 2024
FY2026/CY2025 Select Board & Town Manager Goals and Objectives	October 29, 2024
Departmental Proposed FY2026 Operating Budgets submitted to the Town Manager (<i>Department Budget Review Meetings</i>)	November 15, 2024
FY2026 Monomoy Regional School District (Draft) Budget submission to the Town Manager (per Regional Agreement)	January 15, 2025
FY2026 Proposed Town Manager Operating and Capital Budgets presented to Select Board	<i>January 21, 2025</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)	<i>January 21, 2025</i>
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 18, 2025
SB Transmittal of the Approved FY2026 Operating and Capital Budgets to the Finance Committee (By-law § 15-1, D- <i>On or before March 1</i>)	February 25, 2025

FY2026 Finance Committee Recommendations for inclusion in the Town Meeting Warrant	March 11, 2025
ANNUAL TOWN REPORT	DATES/DEADLINES
2024 Annual Reports to Cathy Lewis in the Select Board/TM Office electronically in <i>Word</i> (Calibri 12 Font) clewis@chatham-ma.gov for inclusion in the Annual Town Report	January 31, 2025
ANNUAL TOWN MEETING WARRANT	DATES/DEADLINES
Deadline to submit warrant articles for the 2025 Annual Town Meeting <i>All Articles shall be forwarded electronically to Cathy Lewis, clewis@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, 2024 <u>Non-fiscal Warrant Articles:</u> By February 14, 2025
<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, 2024
CPA Article Recommendations	February 25, 2025
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> https://www.chatham-ma.gov/DocumentCenter/View/1874/Town-Meeting-Article-Citizen-Petition-Form-PDF?bidId=	March 11, 2025
SB Closing of Warrant & Order Articles for Annual Town Meeting	March 18, 2025
Deadline to submit Warrant for Printing/Publication	March 21, 2025
Publication/Posting of the Annual Town Meeting Warrant (14 days prior to Town Meeting)	By April 24, 2025
2025 Annual Town Meeting [SB to set date by 12/30/24]	Saturday, May 10, 2025 at 11AM
2025 Annual Town Election (3-5 days after ATM)	May 15, 2025

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