



TOWN OF CHATHAM

OFFICE OF THE SELECT BOARD
TOWN MANAGER

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(508) 945-5105




Jill R. Goldsmith, Town Manager

jgoldsmith@chatham-ma.gov

MEMORANDUM

TO: Department Heads

FROM: Jill R. Goldsmith, Town Manager 

DATE: October 7, 2025

SUBJECT: FY2027 Budget Review Schedule Including 2026 Warrant Article and 2025 Annual Report Submittal Deadlines

BUDGET REVIEW	DATES/DEADLINES
Preliminary FY2027 (July 1, 2026 – June 30, 2027) Budget Preparation and Expense Review Message Sent	September 4, 2025
FY2027 ClearGov Operational Budget Portal Opened for Entries	September 24, 2025
FY2027 Budget Kick-off Summit - (Select Board/FinCom/MRSD)	October 21, 2025
FY2027/CY2026 Select Board & Town Manager Goals and Objectives	October 14, 2025 / November 4, 2025
Departmental Proposed FY2027 Operating Budgets and Capital Improvement Requests submitted to the Town Manager (<i>Department Budget Review Meetings</i>)	November 21, 2025
FY2027 Monomoy Regional School District (Draft) Budget submission to the Town Manager (per Regional Agreement)	January 13, 2026
FY2027 Proposed Town Manager Operating and Capital Budgets presented to Select Board	<i>January 20, 2026</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 20, 2026</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 17, 2026

SB Transmittal of the Approved FY2027 Operating and Capital Budgets to the Finance Committee (By-law § 15-1, D- <i>On or before March 1</i>)	February 24, 2026
FY2027 Finance Committee Recommendations for inclusion in the Town Meeting Warrant	March 11, 2026

ANNUAL TOWN REPORT	DATES/DEADLINES
2026 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, 2026
ANNUAL TOWN MEETING WARRANT	DATES/DEADLINES
Deadline to submit warrant articles for the 2026 Annual Town Meeting <i>All Articles shall be forwarded electronically to Cathy Lewis, clewis@chatham-ma.gov in "Town Meeting Ready Format" in <i>Word</i> 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 12, 2025 <u>Non-fiscal Warrant Articles:</u> By February 13, 2026
<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, 2025
CPA Article Recommendations	February 24, 2026
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, 2026
SB Closing of Warrant & Order Articles for Annual Town Meeting	March 17, 2026
Deadline to submit Warrant for Printing/Publication	March 20, 2026
Publication/Posting of the Annual Town Meeting Warrant (14 days prior to Town Meeting)	By April 30, 2026 (or before)
2026 Annual Town Meeting [SB to set date by 12/30/25]	Monday May 11, 2026
2026 Annual Town Election (3-5 days after ATM)	May 14, 2026

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