

## FY 2022 Budget Action Calendar

DATE	ACTION
Tuesday, October 6, 2020	Town Manager issues instructions to Departments for FY 2022 Operating & Capital budgets
Thursday, October 22, 2020	Municipal Departments submit preliminary listing of any proposed FY 2022 position changes with supporting justification to Human Resources (HR) with copy to Town Manager
Monday, November 2, 2020	Town Manager & School Superintendent develop annual policy agreement on allocation of projected FY 2022 General Fund revenue
Monday, November 9, 2020	Departments submit Calendar Year permit and fees change requests to Town Manager along with supporting documentation
Monday, November 16, 2020	Departments submit Capital Improvements Project (CIP) project data sheets <i>with supporting photos</i> and review of existing capital projects to Town Manager
Tuesday, November 17, 2020	Town Manager conducts public hearing on any changes to <i>Calendar Year</i> permits and fees
Monday, November 23, 2020	CIP Task Force provided copy of CIP submissions
Wednesday, November 25, 2020	HR Director submits position changes summary including comments to Town Manager
Thursday, December 3, 2020	Annual Organization of Town Council (TM must submit budget to Town Council within 170 days per M.G.L. 44 § 32) (Friday, May 21, 2021)
Thursday, December 10, 2020	CIP Task Force conducts workshop on CIP submissions
Wednesday, December 16, 2020	Department Managers submit Operating Budget <i>Decision Packages</i>
Tuesday, January 19, 2021	Department Managers submit Operating Budget <i>Narratives</i> including photos
Thursday, January 21, 2021	Town Council conducts joint meeting/workshop with School Committee in accordance with Town Charter to review financial condition of the Town
Tuesday, January 26, 2021	Departments submit Fiscal Year permit and fees change requests to Town Manager along with supporting documentation
Monday, March 8, 2021	Town Manager submits recommended FY 2022 Capital Budget to Town Council per Part VI, Section 6-5 (a) of the Charter (TC must adopt plan BEFORE June 1, 2021)
Monday, March 8, 2021	CFAC submits their review of recommended FY 2022 Capital Budget to Town Manager & Town Council
Thursday, March 18, 2021	Town Council conducts first reading of FY 2022 Capital Budget Orders. Capital Budget presentation made to the Town Council.
Tuesday, March 23, 2021	Town Manager conducts public hearing on <i>Fiscal Year</i> permits and fees
Thursday, April 1, 2021	Town Council conducts first public hearing on FY 2022 Capital Budget
Thursday, April 8, 2021	School Department submits adopted FY 2022 School budget to Town Manager
Thursday, April 15, 2021	Town Council conducts second public hearing on FY 2022 Capital Budget
Thursday, May 6, 2021	Town Council conducts third public hearing on FY 2022 Capital Budget, if necessary
Tuesday, May 11, 2021	Town Manager submits recommended FY 2022 Operating Budget to the Town Council. Town Council must adopt budget within 45 days (by June 25, 2021) otherwise it becomes part of FY 2022 appropriations per Section 6-3 (b) of the Charter)
Tuesday, May 11, 2021	CFAC submits their review of recommended FY 2022 Operating Budget to Town Manager & Town Council
Thursday, May 20, 2021	Town Council conducts first reading of the FY 2022 Operating Budget Orders. Operating Budget presentation made to Town Council.
Thursday, June 3, 2021	Town Council conducts first public hearing on FY 2022 Operating Budget
Thursday, June 17, 2021	Town Council conducts second public hearing on FY 2022 Operating Budget.
Thursday, June 24, 2021	Town Council conducts third public hearing on FY 2022 Operating Budget if needed. This is the last weekday FY 2022 Operating Budget can be adopted by Town Council per Part VI Section 6-3 (b) of the charter (TC must adopt within 45 days of receiving budget)

Town Council Action    
 Town Manager Action    
 Municipal & School Dept./CFAC Action