

FY 2028 Budget Action Calendar

DATE	ACTION
Tuesday, September 1, 2026	Town Manager issues instructions to Municipal Departments for FY28 Operating & Capital budgets
Friday, October 9, 2026	Municipal Departments submit preliminary listing of any proposed FY28 position changes with supporting justification to Human Resources (HR) with copy to Town Manager
Friday, October 16, 2026	Municipal Departments submit Calendar Year fee change requests to Town Manager
Monday, October 26, 2026	Town Manager & School Superintendent develop annual policy agreement on allocation of projected FY28 General Fund revenue growth
Monday, November 2, 2026	Departments (including School) submit Capital Improvements Project (CIP) data sheets <i>through ClearGov Budget platform</i> .
Wednesday, November 11, 2026	Human Resources submits position changes summary including comments to Town Manager
Thursday, November 12, 2026	Town Manager conducts public hearing on any proposed changes to <u>Calendar Year</u> fees
Friday, November 13, 2026	CIP Task Force provided copy of CIP submissions
Friday, November 13, 2026	Superintendent issues Operating budget instructions for School Department
Tuesday, December 1, 2026	CIP Task Force conducts workshop on CIP submissions
Thursday, December 3, 2026	Town Council conducts a joint meeting with the School Committee in accordance with Town Charter to review the financial condition and financial policies of the Town
Friday, December 4, 2026	Municipal Department Managers submit Operating Budget <i>Decision Packages</i>
Thursday, December 17, 2026	Annual Organization of Town Council (TM must submit budget to Town Council within 170 days per M.G.L. 44 § 32) (Friday, May 21, 2027)
Friday, December 18, 2026	School site/department submit Operating Budget requests
Friday, January 8, 2027	Municipal Department Managers submit Operating Budget <i>Narratives</i> including photos
Wednesday, January 13, 2027	Municipal Departments submit Fiscal Year fee change requests to Town
Wednesday, February 3, 2027	School Committee Meeting – Initial Presentation of FY28 Budget
Wednesday, February 10, 2027	School Committee Workshop (Round Table Review of Budget)
Friday, February 19, 2027	Town Manager submits recommended FY28 Capital Budget to Town Council per Part VI, Section 6-5 (d) of the Charter (TC must adopt plan BEFORE June 1, 2027)
Tuesday, March 2, 2027	CFAC submits their review of the recommended FY28 Capital Budget to Town Manager & Town Council
Wednesday, March 3, 2027	School Committee Meeting – FY28 Budget Review
Tuesday, March 16, 2027	Town Manager conducts public hearing on any proposed changes to <u>Fiscal Year</u> fees
Wednesday, March 17, 2027	FY27 School Operating Budget Public Hearing
Thursday, March 18, 2027	Town Council conducts first reading of FY28 Capital Budget Orders. Capital Budget presentation made to the Town Council
Thursday, April 1, 2027	Town Council conducts first public hearing on FY28 Capital Budget
Wednesday, April 5, 2027	School Committee meeting to adopt FY28 Operating budget
Monday, April 12, 2027	School Department last day to submit adopted FY28 School budget to Town Manager
Thursday, April 15, 2027	Town Council conducts second public hearing on FY28 Capital Budget
Wednesday, May 12, 2027	Town Manager submits recommended FY28 Operating Budget to the Town Council. Town Council must adopt budget within 45 days (by June 25, 2027) otherwise it becomes part of FY28 appropriations per Section 6-3 (b) of the Charter)
Tuesday May 18, 2027	CFAC submits their review of the recommended FY28 Operating Budget to Town Manager & Town Council
Thursday, May 20, 2027	Last Town Council meeting to adopt FY28 proposed Capital Budget (Must be adopted by June 1, 2027)
Thursday, May 20, 2027	Town Council conducts first reading of the FY28 Operating Budget Orders. Operating Budget presentation made to Town Council.
Thursday, June 03, 2027	Town Council conducts first public hearing on FY28 Operating Budget
Thursday, June 17, 2027	Town Council conducts second public hearing on FY28 Operating Budget Date is subject to Town Council approval.
Thursday, June 24, 2027	Special Town Council meeting (if needed last day to act on June 25) on FY28 proposed Operating Budget.

Town Council Action

School Committee Action

Town Manager Action

Municipal & School Dept./CFAC Action