

Annual Town Meeting & Budget Planning Calendar

FY 25

09/15/23

Date	Milestone	Comment
August 30 th	Community Preservation Committee Forms Distributed	
August 30 th	Capital Planning Forms Distributed	
September 29 th (Fri)	Community Preservation Committee Deadline <i>Preliminary Proposals</i>	Submitted to Finance Director
September 29 th (Fri)	Capital Planning Application Deadline	Submitted to Assistant Town Administrator
September 30 th	State of the Town/Community Charrette	Lincoln School Learning Commons
Mid-October	Capital Planning Review Sessions Begin	Review during Oct/Nov/Dec
October 30 th (Mon)	Operating Budgets Finance Committee's Spending Guideline & Forms Distributed	
November 17 th (Fri)	Operating Budget Submission Deadline	Submitted to Finance Director
December 2 nd (Sat)	Special Town Meeting	Lincoln School Auditorium
December 11 th	1 st Joint Budget Workshop 6pm-10pm	TBD
January 8 th (Mon)	Select Board Vote to Open the Warrant	Invitation for Articles
January 11 th (Thu)	Community Preservation Committee & Capital Planning Committee Finalize Recommendations	
January 22 nd (Mon)	2 nd Joint Budget Workshop – L-S Presents Budget to Lincoln	Donaldson Room
January 30 th Mon	Select Board Vote to Close Warrant	Deadline for Articles
February 5 th (Mon)	Annual Report Deadline	Submitted to BOS
February 9 th (Fri)	Annual Report sent to Printer	King Printing
Mid-February	Finance Committee/Selectmen/School Committee Finalize Budgets and Any Potential Override Budget Alternatives	
February 13 th (Tues)	Finance Committee Report Submitted to Finance Director for Review	
February 19 th (Mon)	Deadline for Select Board to Place Questions on Ballot	35 days min prior to Election per c.54 s. 42C
February 26 th (Mon)	Selects sign Warrant	
Late-February TBD	Finance Committee's Annual Budget Hearing	Donaldson Room
February 27 th (Tues)	Warrant & Finance Committee Report to Printer	Allows 10 days printing & 2 days stuffing
March 13 th (Wed)	Moderator's Meeting	Donaldson Room
March 14 th (Thurs)	Town Meeting Warrant & Finance Committee Report Mailed	1 Wk Min Prior to ATM per Bylaw-March 23 rd
March 21 st (Thurs)	Annual Town Meeting – Financial Articles	Lincoln School Aud.
March 23 rd (Sat)	Annual Town Meeting – Housing Choice & Community Center	Lincoln School Aud.
March 25 th (Mon)	Annual Town Election – 7:30am -8pm	Lincoln School Gym
March 26 th (Tues)	2 nd Town Meeting Session	Auditorium