

## FY 2026 Budget Action Calendar

DATE	ACTION
Monday, September 16, 2024	Town Manager issues instructions to Municipal Departments for FY26 Operating & Capital budgets
Friday, October 11, 2024	Municipal Departments submit preliminary listing of any proposed FY26 position changes with supporting justification to Human Resources (HR) with copy to Town Manager
Wednesday, October 16, 2024	Municipal Departments submit Calendar Year fee change requests to Town Manager
Thursday, October 24, 2024	Town Council conducts joint meeting with School Committee in accordance with Town Charter to review financial condition and financial policies of the Town
Monday, October 28, 2024	Town Manager & School Superintendent develop annual policy agreement on allocation of projected FY26 General Fund revenue growth
Monday, November 4, 2024	Departments (including School) submit Capital Improvements Project (CIP) data sheets <i>with supporting photos</i> and review of existing capital projects to Town Manager
Tuesday, November 12, 2024	Town Manager conducts public hearing on any proposed changes to <u>Calendar Year fees</u>
Wednesday, November 13, 2024	Human Resources submits position changes summary including comments to Town Manager
Wednesday November 13, 2024	School Committee Meeting – Strategic Plan and Priorities
Monday, November 25, 2024	CIP Task Force provided copy of CIP submissions
Monday, November 25, 2024	Superintendent issues Operating budget instructions for School Department
Thursday, December 5, 2024	Municipal Department Managers submit Operating Budget <i>Decision Packages</i>
Thursday, December 12, 2024	CIP Task Force conducts workshop on CIP submissions (Date Subject to Change)
Friday, December 20, 2024	School site/department submit Operating Budget requests
Thursday, December 19, 2024	Annual Organization of Town Council (TM must submit budget to Town Council within 170 days per M.G.L. 44 § 32) (Friday, June 6, 2025)
Friday, January 3, 2025	Municipal Department Managers submit Operating Budget <i>Narratives</i> including photos
Wednesday, January 15, 2025	Municipal Departments submit Fiscal Year fee change requests to Town
Wednesday, February 5, 2025	School Committee Meeting – Initial Presentation of FY26 Budget
Wednesday, February 12, 2025	School Committee Workshop (Round Table Review of Budget)
Monday, March 3, 2025	Town Manager submits recommended FY26 Capital Budget to Town Council per Part VI, Section 6-5 (d) of the Charter ( <i>TC must adopt plan BEFORE June 1, 2025</i> )
Wednesday, March 5, 2025	School Committee Meeting – FY26 Budget Review
Tuesday, March 18, 2025	Town Manager conducts public hearing on any proposed changes to <u>Fiscal Year fees</u>
Wednesday, March 26, 2025	FY26 School Operating Budget Public Hearing
Wednesday, April 2, 2025	School Committee meeting to adopt FY26 Operating budget
Thursday, April 3, 2025	Town Council conducts first reading of FY26 Capital Budget Orders. Capital Budget presentation made to the Town Council
Monday, April 7, 2025	School Department last day to submit adopted FY26 School budget to Town Manager
Monday, April 7, 2025	CFAC submits their review of recommended FY26 Capital Budget to Town Manager & Town Council
Thursday, April 17, 2025	Town Council conducts first public hearing on FY26 Capital Budget
Thursday, May 1, 2025	Town Council conducts second public hearing on FY26 Capital Budget
Wednesday, May 7, 2025	Town Manager submits recommended FY26 Operating Budget to the Town Council. Town Council must adopt budget within 45 days (by June 20, 2025) otherwise it becomes part of FY26 appropriations per Section 6-3 (b) of the Charter)
Monday May 12, 2025	CFAC submits their review of recommended FY26 Operating Budget to Town Manager & Town Council
Thursday, May 15, 2025	Last Town Council meeting to adopt FY26 proposed Capital Budget (Must be adopted by June 1, 2025)
Thursday, May 15, 2025	Town Council conducts first reading of the FY26 Operating Budget Orders. Operating Budget presentation made to Town Council.
Thursday, June 5, 2025	Town Council conducts first public hearing on FY26 Operating Budget
Thursday, June 12, 2025	Town Council conducts second public hearing on FY26 Operating Budget Date is subject to Town Council approval.
Friday, June 20, 2025	Special Town Council meeting (if needed) to complete public hearings on FY26 proposed Operating Budget.

Town Council Action

School Committee Action

Town Manager Action

Municipal &amp; School Dept./CFAC Action