



## TOWN OF EDGARTOWN OFFICE OF SELECTMEN

70 MAIN ST  
P.O. BOX 5158  
EDGARTOWN, MASSACHUSETTS 02539

TELEPHONE  
(508) 627-6180

FAX  
(508) 627-6183

<https://edgartown-ma.us/>

To: All Departments/Boards/Commissions/Committees/External Agencies  
From: James Hagerty, Town Administrator  
Date: October 15, 2020  
Subject: 2022 Budget / 2021 ATM & STM Calendar

Below is a list of dates and milestones for the upcoming budget, Special Town Meeting, and Annual Town Meeting Season.

<u>October 15</u>	Budget schedule released
<u>November TBD</u>	Cost-of-living adjustment (COLA) set by Personnel Board
<u>November 18</u>	Board of Selectmen (BOS) / Financial Advisory Committee (FAC) /Edgartown School Committee (ESC) initial budget brief
<u>November 20</u>	Distribute budget instructions to departments
<u>November 20</u>	Distribute personnel spreadsheets to departments
<u>November 23-30</u>	Capital programs initial review workshop
<u>December 10</u>	All money articles due / hard copy to Town Clerk / electronic to Town Administrator (TA)
<u>December 11</u>	Departments enter budgets via MUNIS / personnel spreadsheets returned to TA
<u>December 21</u>	TA forwards budgets workbooks to FAC
<u>January 04-29</u>	BOS / FAC budget review workshop
<u>January 04</u>	Department annual reports due
<u>January 05</u>	Annual Town Meeting (ATM) warrant closed
<u>January 27</u>	Annual Town Report (ATR) first draft to editor
<u>February TBD</u>	FAC budget recommendations due
<u>February 03</u>	Distribute personnel spreadsheets with FY21 COLA to departments
<u>February 14</u>	Personnel spreadsheets with FY21 COLA returned to TA
<u>February 25</u>	Nomination papers due to Board of Registrars
<u>February 26</u>	Special Town Meeting (STM) warrant closed
<u>March 09</u>	ATR to the printer
<u>March 11</u>	Last day for ballot questions (Ch. 454 of the Acts of 1996 / 35 Days before ATE)
<u>March 15</u>	Selectmen sign ATM & STM warrants / last day to withdraw or object
<u>March 17</u>	ATM & STM warrants to the printer
<u>March 24</u>	Last day to register to vote ATM & ATE (8:00PM) (20 days before ATM)
<u>March 29</u>	Last day to post STM warrant (14 days before)
<u>April 02</u>	Last day to register to vote STM (8:00PM) (10 days before)
<u>April 06</u>	Last day to post ATM warrant (7 days before)
<u>April 06</u>	Warrant booklets and Town Report available
<u>April 13</u>	Annual & Special Town Meetings
<u>April 15</u>	Annual Town Elections
<u>May 14</u>	Town Clerk to certify Town Meeting & bylaw votes to AG and DOR