



## 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 10, 2019  
Subject: 2021 Budget / 2020 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 10</u>	Budget schedule released
<u>October 28</u>	Capital programs requests due to Town Administrator (TA)
<u>October 30-31</u>	Capital programs initial review workshop
<u>November TBD</u>	COLA set by Personnel Board
<u>November 14</u>	Board of Selectmen / Financial Advisory Committee (FAC) initial brief
<u>November 14</u>	Distribute budget instructions to departments
<u>November 14</u>	Distribute personnel spreadsheets to departments
<u>December 02</u>	All money articles due / hard copy to Town Clerk / electronic to TA
<u>December 02</u>	Departments enter budgets via MUNIS / personnel spreadsheets returned to TA
<u>December 16</u>	TA forwards budgets workbooks to FAC
<u>January 02-17</u>	Board of Selectmen / FAC budget review workshop
<u>January 02</u>	Department annual reports due
<u>January 07</u>	ATM warrant closed
<u>January 27</u>	Annual Town Report 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 27</u>	Nomination papers due to Board of Registrars
<u>February 28</u>	STM warrant closed
<u>March 09</u>	Annual Town Report to the printer
<u>March 12</u>	Last day for ballot questions (Ch. 454 of the Acts of 1996 / 35 Days before ATE)
<u>March 16</u>	Selectmen sign ATM & STM warrants / last day to withdraw or object
<u>March 17</u>	ATM & STM warrants to the printer
<u>March 25</u>	Last day to register to vote ATM & ATE (8:00PM) (20 days before ATM)
<u>March 31</u>	Last day to post STM warrant (14 days before)
<u>April 03</u>	Last day to register to vote STM (8:00PM) (10 days before)
<u>April 07</u>	Last day to post ATM warrant (7 days before)
<u>April 07</u>	Warrant booklets and Town Report available
<u>April 14</u>	Annual & Special Town Meetings
<u>April 16</u>	Annual Town Elections
<u>May 14</u>	Town Clerk to certify Town Meeting & bylaw votes to AG and DOR