



**TOWN OF EDGARTOWN
OFFICE OF SELECTBOARD**

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To: All Departments/Boards/Commissions/Committees/External Agencies
From: James Hagerty, Town Administrator
Date: September 28, 2021
Subject: 2023 Budget / 2022 ATM & STM Calendar

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

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| <u>October 1</u> | Community Preservation Request due to Community Preservation Comm (CPC) |
| <u>November</u> | Cost-of-living Adjustment (COLA) set by Personnel Board (PB) |
| <u>November 17</u> | Select Board (BOS) / Financial Advisory Committee (FAC) /Edgartown School Committee (ESC) initial budget brief |
| <u>November 19</u> | Capital Programs requests due to Capital Programs Committee (CIP) |
| <u>November 22</u> | Distribute budget instructions / personnel spreadsheets to departments |
| <u>December 1-15</u> | Capital Programs review workshop |
| <u>December 10</u> | All money articles due / hard copy to Town Clerk / electronic to Town Administrator (TA) |
| <u>December 23</u> | Departments enter budgets via MUNIS / personnel spreadsheets returned to Human Resources (HR) |
| <u>December 23-31</u> | TA Department Budget Review |
| <u>January 04</u> | Annual Town Meeting (ATM) warrant closed |
| <u>January 07</u> | Department annual reports due |
| <u>January 11</u> | TA forwards budgets workbooks to FAC |
| <u>January 18-31</u> | BOS / FAC budget review workshop |
| <u>February</u> | FAC budget recommendations due |
| <u>February 03</u> | Distribute personnel spreadsheets with FY23 COLA to departments |
| <u>February 14</u> | Personnel spreadsheets with FY23 COLA returned to HR |
| <u>February 22</u> | Last day to obtain nomination papers |
| <u>February 24</u> | Nomination papers due to Board of Registrars |
| <u>February 25</u> | Special Town Meeting (STM) warrant closed |
| <u>March 10</u> | Last day for ballot questions (Ch. 454 of the Acts of 1996 / 35 Days before ATE) |
| <u>March 14</u> | BOS sign ATM & STM warrants / last day to withdraw or object |
| <u>March 17</u> | ATM & STM warrants to the printer |
| <u>March 23</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 05</u> | Last day to post ATM warrant (7 days before) |
| <u>April 04</u> | Warrant booklets and Town Report available |
| <u>April 12</u> | Annual & Special Town Meetings |
| <u>April 14</u> | Annual Town Elections |
| <u>May 13</u> | Town Clerk to certify Town Meeting & bylaw votes to AG and DOR |