



## 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 21, 2023  
Subject: Fiscal Year 2025 Budget / 2024 Annual Town Meeting & Special Town Meeting Calendar

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

<u>September 29</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 29</u>	Select Board (BOS) / Financial Advisory Committee (FAC) /Edgartown School Committee (ESC) initial budget brief
<u>December 01</u>	Capital Programs requests due to Capital Programs Committee (CIP)
<u>December 01</u>	Distribute budget instructions / personnel spreadsheets to departments
<u>December 06-20</u>	Capital Programs review workshop
<u>December 15</u>	All money articles due / hard copy to Town Clerk / electronic to Town Administrator (TA)
<u>December 22</u>	Departments enter budgets via MUNIS / personnel spreadsheets returned to Human Resources (HR)
<u>December 26-29</u>	TA Department Budget Review
<u>January 02</u>	Annual Town Meeting (ATM) warrant closed
<u>January 12</u>	Department annual reports due
<u>January 16</u>	TA forwards budgets workbooks to FAC
<u>January 23- Feb 08</u>	BOS / FAC budget review workshop
<u>February</u>	FAC budget recommendations due
<u>February 09</u>	Distribute personnel spreadsheets with FY23 COLA to departments
<u>February 16</u>	Personnel spreadsheets with FY23 COLA returned to HR
<u>February 19</u>	Last day to obtain nomination papers
<u>February 19</u>	Special Town Meeting (STM) warrant closed
<u>February 22</u>	Nomination papers due to Board of Registrars
<u>March 04</u>	BOS sign ATM & STM warrants / last day to withdraw or object
<u>March 07</u>	Last day for ballot questions (Ch. 454 of the Acts of 1996 / 35 Days before ATE2
<u>March 11</u>	ATM & STM warrants to the printer
<u>March 20</u>	Last day to register to vote ATM & ATE (8:00PM) (20 days before ATM)
<u>March 26</u>	Last day to post STM warrant (14 days before)
<u>March 27</u>	Warrant booklets and Town Report available
<u>March 30</u>	Last day to register to vote STM (8:00PM) (10 days before)
<u>April 02</u>	Last day to post ATM warrant (7 days before)
<u>April 09</u>	Annual & Special Town Meetings
<u>April 11</u>	Annual Town Elections
<u>May 10</u>	Town Clerk to certify Town Meeting & bylaw votes to AG and DOR