

**FY2024 BUDGET  
General Fund  
Timeline – Second Draft**

<b>2022/2023 Schedule</b>	<b>Task</b>
Tuesday, September 27, 2022 Regular Selectboard Meeting	<ul style="list-style-type: none"> <li>▪ Brief review of FY24 budget timeline</li> <li>▪ Early view of potential major drivers</li> </ul>
September 27 – October 28	Department Heads develop FY24 budget requests.
Friday, October 28	FY24 budget requests submitted to Town Manager.
Thursday, November 10 Infrastructure Committee	Infrastructure Committee Finalizes Recommendation on Capital Budget
October 28 – November 15	Town Manager reviews requests with Department Heads.
Tuesday, November 29 Special Selectboard Meeting	<ul style="list-style-type: none"> <li>• Brief overview of FY2024 Budget Timeline</li> <li>• Early view of potential major drivers</li> <li>• Report from Infrastructure Committee on Capital Budget Request</li> <li>• FY23 Year-to-Date Budget Results as of October 31, 2022</li> </ul>
Friday, December 9	First Draft of FY24 budget posted on website & distributed to Selectboard.
Tuesday, December 13 Regular Selectboard Meeting	<ul style="list-style-type: none"> <li>▪ Budget overview, including major drivers.</li> <li>▪ Detailed review of General Administration; Library; Public Safety, Public Works &amp; Recreation.</li> <li>▪ Warn Public Hearing for the Board’s regularly scheduled meeting on January 10 (At least 7-day notice required).</li> </ul>
Tuesday, January 3 Special Selectboard Meeting	<ul style="list-style-type: none"> <li>▪ Detailed review of Non-Profit Agencies</li> <li>▪ FY23 year-to-date budget report as of November 30, 2022</li> </ul>
Tuesday, January 10 Regular Selectboard Meeting	Selectboard conducts Public Hearing on FY24 Budget. Public hearing must be 40 days before Town Meeting. (January 26 <sup>th</sup> is 40 days before Town Meeting).
Thursday, January 19 (Statutory deadline for petitions)	47 days before Town Meeting. Last day to file petitions signed by at least five percent of voters with Town Clerk for articles on Town Meeting Warning.
Tuesday, January 24	Selectboard finalizes FY24 budget & signs warrant for Town Meeting.

Regular Selectboard Meeting	
Monday, January 30	Deadline for nomination petitions for elected office (the 6 <sup>th</sup> Monday prior to the election)
Thursday, February 2	Post & Publish Availability of Annual Report (24 V.S.A § 1682) - Annual Reports available by request February 25 (at least 10 days before Town Meeting)
Sunday, February 5 (Statutory deadline for posting)	Last Day to Post Town Meeting Warning (at least 30 days before Town Meeting). Post in five places, as required by statute for bond votes (24 VSA § 1756).
Thursday, February 9 Thursday, February 16 Thursday, February 23 Thursday, March 2	Publish Town Meeting Warning. Schedule reflects increased publication of Warning to meet requirements set by statute for bond votes (24 VSA § 1756). "...notice of such meeting to be published in a newspaper of known circulation in such a municipality once a week for three consecutive weeks on the same day of the week, the last publication to be not less than five nor more than ten days before such meeting."
Thursday, February 16	Publish estimated tax rate for Town and Schools as required by Charter
Wednesday, February 22	Mail Postcards with Notice of Availability of Annual Report & Reminder of Town Meeting
Friday, February 24	Annual Report Available Upon Request
<b>Tuesday, February 28 Regular Selectboard Meeting</b>	Selectboard conducts final review of FY24 budget in preparation for Town Meeting. <b><i>The Board may reschedule this meeting so its members can attend the ACSD annual meeting, which is the last Tuesday in February.</i></b>
Monday, March 6	Town Meeting
Tuesday, March 7	Annual Election