

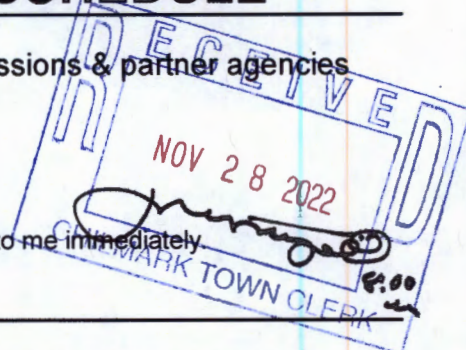
CHILMARK

FY2024

BUDGET SCHEDULE



TO: All Departments, Officers, Boards, Committees, Commissions & partner agencies
 FR: Tim Carroll, Town Administrator
 DT: August 15, 2022
 RE: Budget and ATM Schedule – draft for review



Please review this schedule as soon as possible and report any conflicts to me immediately

ZOBRIO Budgeting Software – Group Training & Webinar Departments, Boards, Commissions & Committees Discuss and vote their Capital Plan <i>Meet and discuss capital needs for FY2024</i>	November 9 Needs for next 5 years. <i>CPI/u NE for September released – BLS</i>	(contractors took out COMCAST on 11/2) October 2022 <i>October 17th 2022</i>
Departments, Boards, Commissions & Committees Deadline to Submit Capital Requests		
Boards, Commissions & Committees <i>Meet and discuss needs for FY2024</i>	Establish preliminary goals for next year	November 2022
Human Resource Board – COLA	Meet & review September CPI/U NE	November 3 rd 2022
Planning Board or Citizens seeking a new zoning bylaw - DEADLINE	Submit Petition to Selectmen by 12 Noon	November 15 th
BOS Meeting 7:00 PM	Zoning Petitions & COLA	November 15th
FinCom Meeting 4:30 PM	Review COLA recommendation from HRB Review of CIP Requests from departments Establish Guidance to departments & agencies for FY23 budget preparation	November 17th
Planning Board	<i>Research. Hold Public Hearings and issue report on Proposed Zoning Bylaws</i>	<i>Nov 16 - January 3rd</i>

FY2024 Budget Worksheets are ONLINE only this year.
 See instructions below.

BOS Meeting 5:00 PM		December 6th
BOS Meeting 5:00 PM		December 20th
CIPC	Complete Annual Capital Improvement Plan <i>School Vacation December 24th – January 2nd</i>	December 21st
Planning Board - DEADLINE	Submit Proposed Zoning bylaws for Legal Counsel review.	January 3 rd 2023
All Departments & Citizens <i>Met and voted budget & articles.</i>	Budget Requests & Appropriation Articles	<u>DUE</u> January 4th 2023
BOS Meeting 5:00 PM		January 3rd
<i>Town Budget Requests reviewed by Accountant & Town Administrator. Charts prepared.</i>		<i>January 4th – 13th 2023</i>
All Departments & Citizens	Deadline to submit Non-Appropriation & Non-Zoning Articles	January 9th 12 Noon
BOS Meeting 5:00 PM		January 17th
FINCOM & BOS FY2024 Budget Hearing	1 4:30 - 6:00 PM	January 18th
FINCOM & BOS FY2024 Budget Hearing	2 4:30 - 6:00 PM	January 19th
FINCOM & BOS FY2024 Budget Hearing	3 4:30 - 6:00 PM	January 24th
FINCOM & BOS FY2024 Budget Hearing	4 4:30 - 6:00 PM	January 25th
FINCOM & BOS FY2024 Budget Hearing	5 4:30 - 6:00 PM	January 26th
Departmental submissions for TOWN REPORT		Due February 1st
FINCOM & BOS FY2024 Budget Hearing	6 4:30 - 6:00 PM	January 31st
FINCOM & BOS FY2024 Budget Hearing	7 4:30 - 6:00 PM	February 1st
FINCOM & BOS FY2024 Budget Hearing	8 4:30 - 6:00 PM	February 2nd
BOS Meeting 5:00 PM		February 7th
FINCOM & BOS FY2024 Budget Hearing	9 4:30 - 6:00 PM	February 8th
FINCOM & BOS FY2024 Budget Hearing	10 4:30 - 6:00 PM	February 9th
FINCOM & BOS FY2024 Budget Hearing	11 4:30 - 6:00 PM	February 10th
	Town Report to Press	February 15th
BOS Meeting 5:00 PM		February 21st
	<i>Presidents' Day Holiday February 20th</i> <i>School Vacation February 25th – March 5th</i>	
BOS Meeting 5:00 PM	Approval of ATM Warrant	March 7th
	ANNUAL TOWN MEETING	April 24 th 2023
	Annual Town Election	April 26 th 2023