

## Annual Town Meeting 2026 Calendar Timeline V1.1 - DRAFT

Date	Event	Delivered By	Received By	Owner	Source of Due Date	Rule
9/16/2025	Town Manager Budget Directive to Department Heads	Town Manager	Department Heads	Town Manager	Town Manager Directive	Town Manager Directive
9/25/2025	CPC Pre-Applications Due	Applicant	CPC	Various	CPC	Based on CPC's Timeline for Annual Town Meeting.
10/7/2025	Select Board Annual Budget Directive to Town Manager	Select board	Town Manager	Select Board Chair	Select Board Policy For Town Meeting Warrant Articles	Deadline of October 15: Budget Directives from Select Board to Town Manager for next fiscal year.
10/17/2025	Department Budgets due to Town Manager	Department Heads	Town Manager	Various	Town Manager Directive	Town Manager Directive
10/25/2025	CPC Full Applications Due	Applicant	CPC	Various	CPC	Based on CPC's Timeline for Annual Town Meeting.
10/30/2025	Department 5-year Capital Plan Due	Department Heads	Town Manager	Various	Town Manager Directive	Town Manager Directive
10/20/2025 - 10/31/2025	Department Heads present Budgets, Preliminary Capital, Other Articles to Town Manager	Department Heads	Town Manager	Town Manager	Select Board Policy For Town Meeting Warrant Articles	Town Manager Directive
11/3/2025 - 11/14/2025	Budget Team Reviews Department Budgets & Generate Preliminary Revenue Forecast	Budget Team	Town Manager	Town Manager	Town Manager Directive	Town Manager Directive
<b>11/18/2025</b>	First Presentation of Town Manager FY 27 Operating Budget, Expenses and Revenue	Town Manager	Select board	Town Manager	Select Board Policy For Town Meeting Warrant Articles	First projection for annual budget to Select Board (Select Board Policy states November 15)
<b>11/18/2025</b>	Town Manager shall submit to the Select Board a Preliminary 5-year Capital Improvement Plan	Town Manager	Select board	Town Manager	Select Board Policy	Deadline of December 1: Town Manager shall submit to the Select Board a Preliminary 5-year Capital Improvement Plan
12/9/2025	Second Presentation of Town Manager FY 27 Operating Budget (Expenses and Revenue)	Town Manager	Select board	Town Manager	Select Board Policy	Deadline of December 15: Second projection for annual budget to Select Board.
12/16/2025	Final Presentation of Town Manager Comprehensive FY 27 Operating Budget to reflect Select Board Changes (Expenses and Revenue)	Town Manager	Select board	Town Manager	Select Board Policy For Town Meeting Warrant Articles	Deadline of December 31st: Town Manager's operating budget to Select Board per Charter.
12/30/2025	Town Manager Comprehensive FY 27 Operating Budget (if needed)	Town Manager	Select board	Town Manager	Town Manager/ Select Board Timeline	Deadline of December 31st: Town Manager's operating budget to Select Board per Charter.
12/31/2025	Warrant closes for petitioned articles	Citizen Petitioner	Select board	Various	Town Charter §C7-1 (fixed date)	The Annual Town Meeting warrant shall close to petitioned and budget articles on December 31 of the year previous to the Annual Town Meeting.
12/31/2025	Deadline per Charter for Submission of Town Manager FY27 Budget to Select Board	Town Manager	Select board	Town Manager	Town Charter §C4-2(F) (fixed date)	He shall keep the Selectmen fully advised as to the needs of the Town within the scope of his duties, and furnish them on or before the thirty-first day of December each year a careful, detail budget.
12/31/2025	All articles and back-up for ATM due	Town Manager	Select board	Town Manager	Town Manager Directive	Town Manager Directive
12/31/2025	Submission of School FY 27 Budget (By Statute)	School Committee	Town Manager	School Committee Chair	Town Charter §C5-2 (fixed date)	The school committee shall have all of the powers and duties school committees may have under the constitution and general laws of the Commonwealth which are not specifically assigned to some other office by this charter, and shall submit the school department budget to the town manager on or before the thirty-first day of December for inclusion in the annual town government budget.
12/31/2025	Submission of Other FY Budgets	Various Town boards, officers and committees	Finance Committee	Various	Town Charter §C7-14(B)(1) (fix date)	The various Town boards, officers and committees charged with the expenditure of Town funds shall, not later than the thirty-first of December of each year, prepare detailed estimates of the amounts deemed by them necessary for the administration of their respective offices or departments for the ensuing fiscal year, with explanatory statements of the reasons for any changes from the amounts appropriated for the same purpose in the preceding year.
1/8/2026	CPC Hearing/Votes on Recommendations	Applicant	CPC	Various	CPC	Based on CPC's Timeline for Annual Town Meeting.

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1/6/2026	Select Board review of Select Board FY27 Budget	Selectboard	Select board	Select Board Chair	Select Board Policy For Town Meeting Warrant Articles	Be responsible for the preparation of the annual Town government budget and, except for schools, submission of that budget on or before the third Tuesday in January to the Town Meeting Committee on Finance and Taxation for approval by Town Meeting Representatives.
1/13/2026	Select Board review of Select Board FY27 Budget, if necessary	Selectboard	Select board	Select Board Chair	Select Board Policy For Town Meeting Warrant Articles	Be responsible for the preparation of the annual Town government budget and, except for schools, submission of that budget on or before the third Tuesday in January to the Town Meeting Committee on Finance and Taxation for approval by Town Meeting Representatives.
1/13/2026	Final Submission of 5-year Capital Plan from Town Manager to Select Board	Town Manager	Select board	Town Manager	Select Board Policy For Town Meeting Warrant Articles	Deadline of January 15: Town Manager's Final Capital Plan to Select Board.
1/20/2026	Final Review and Select Board Vote on FY27 Budget. Submission of Town FY 27 Budget from Select Board to Finance Committee (Deadline per Charter)	Selectboard	Finance Committee	Select Board Chair	Town Charter §C3-3(B) (variable date)	Be responsible for the preparation of the annual Town government budget and, except for schools, submission of that budget on or before the third Tuesday in January to the Town Meeting Committee on Finance and Taxation for approval by Town Meeting Representatives.
1/20/2026	Warrant opens for Selectboard	Select board	Select board	Select Board Chair	Select board, Town Charter C7-1	There is no rule, but the general practice of the Select board is to open the Warrant on the same day the Town FY Budget is submitted to the Finance Committee. Must remain open minimum of 7 days
2/3/2026	Warrant closes for Select board	Select board	Select board	Select Board Chair	Town Charter §C7-1 (variable date)	The warrant shall remain open to the Board of Selectmen until the first Tuesday in February.
2/5/2026	Forward copies of warrant articles	Select board	Finance Committee	Select Board Chair	Bylaws §47-2 (variable date)	After each article has been accepted for inclusion in the warrant, whether by petition or at the request at the Selectmen, copies shall be forwarded within two working days to the Committee of Finance and Taxation and the Rules Committee.
2/5/2026	Forward copies of warrant articles	Select board	Rules Committee	Select Board Chair	Bylaws §47-2 (variable date)	After each article has been accepted for inclusion in the warrant, whether by petition or at the request at the Selectmen, copies shall be forwarded within two working days to the Committee of Finance and Taxation and the Rules Committee.
4/20/2026	Distribution of Annual Town Meeting Warrant	Finance Committee	Town Meeting Representatives	FinCom Chair	Town Charter §C7-14(B)(1) (variable date)	The Committee shall distribute a report to each of the Town Meeting Representatives at least fourteen days in advance of a Town Meeting.
4/20/2026	Notification of Organizational Town Meeting	Town Clerk	Town Meeting Representatives	Town Clerk	Town Charter §C7-11 (variable date)	The Town Clerk shall notify Town Meeting Representatives of the organizational meeting at least seven days before it meets.
4/27/2026	Notification of Annual Town Meeting	Town Clerk	Town Meeting Representatives	Town Clerk	Town Charter §C7-10 (variable date)	All Town Meetings shall be public. The Town Clerk shall notify the Town Meeting Representatives of the time and place at which the Representative Town Meetings are to be held and shall send the notices by mail at least seven days before the meeting.
4/27/2026	Notice to appear at Annual Town Meeting	Town Moderator	Town officials and employees	Moderator	Town Charter §C7-16 (variable date)	No less than seven days' notice to appear shall be given to any person required to appear before the Town Meeting.
4/30/2026	Organizational Town Meeting	Town Moderator	Town Meeting Representatives	Moderator	Town Charter §C7-11 (variable date)	An Organizational Town Meeting shall be held by Town Meeting Representatives on the Thursday preceding the Annual Town Meeting for the purposes only of electing Chairman and Clerks of the precinct delegations, electing the Deputy Town Moderator, and adopting Town Meeting rules and procedures.
5/4/2026	Start of Annual Town Meeting	Town Moderator	Town Meeting Representatives	Moderator	Town Charter §C7-1 (variable date)	The Annual Town Meeting shall be held on the first Monday in May.