

FY2024-2025 Budget Calendar – Town of Richmond

Tuesday January 2, 2024 @ 3:00pm	Budget Calendar/Budget Worksheets to Department Heads - Department Heads begin Budget Process - Manager schedule budget meetings with Department Heads
Monday January 8, 2024 @5:30pm	Board of Selectmen Meeting - Town Manager presents/reviews Budget Calendar
Monday February 5, 2024 - Thursday February 29, 2024	Department Heads meet with Town Manager to review/complete budgets (operations and capital)
Thursday, February 1, 2024	All proposed ordinances due to Town Manager
Monday February 5, 2024 @5:30pm	Board of Selectmen Meeting - All proposed Ordinance Changes presented to BOS
Monday March 4, 2024	All Department Budgets, Capital Plans, 5 Year Goals finalized with Town Manager
Monday March 4, 2024	Nomination Papers available w/ Town Clerk
Monday March 18, 2024 @5:30pm	Board of Selectmen Meeting w/Budget Committee - Town Manager present/review Draft Budget/Ordinance
Monday March 25, 2024 @ 5:30pm	Special Board of Selectmen Meeting w/Budget Committee - Administration Budgets - Non-Department Head Budgets - Code Enforcement Budget
Thursday, April 1, 2024	All Town Report Information due
Monday April 1, 2024 5:30pm BOS Meeting 6:00pm Joint BOS/Budget Comm Meeting	Board of Selectmen Meeting w/Budget Committee - Police Department Budget (Including Animal Control) - Recreation Department Budget - Library Department Budget
Monday April 8, 2024 @ 5:30pm	Special Board of Selectmen Meeting w/Budget Committee - Senior Center Budget - Public Service Agency Funding Requests - Fire Department Budget
Thursday, April 11, 2024	Nomination Papers due to Town Clerk
Tuesday April 16, 2024 5:30pm BOS Meeting 6:00pm Joint BOS/Budget Comm Meeting	Board of Selectmen Meeting - BOS final approval of proposed ordinances Board of Selectmen Meeting w/Budget Committee - Public Works Budget (including solid waste/parks/cemeteries/Town fuel) - Overall budget review/follow up – if needed
Monday April 22, 2024 @ 5:30pm	Special Board of Selectmen Meeting w/Budget Committee - BOS/Budget Committee Budget review/discussion - BOS vote to approve proposed budget - Budget Committee vote to approve proposed budget
Monday April 29, 2024 @5:30pm	Board of Selectmen Meeting - Draft Town Meeting Warrant presented to BOS by T/M - BOS approve Warrant
Tuesday April 30, 2024	Final Draft of Warrant/Ballot to Town Clerk to be printed
Monday May 13, 2024 5:30pm BOS Meeting 6:00pm Public Hearing	Board of Selectmen Meeting/Ordinance Changes - Review Warrant - Review Ordinance Changes
Tuesday, May 21, 2024	Planning Board Public Hearing Ordinance Changes
Tuesday, June 4, 2024	Town Meeting
Tuesday, June 11, 2024	Elections