

FY2027 Town of Richmond Selectboard & School Committee Budget Calendar - Final with School Finance Committee Dates										Revised: 1/26/2026	
Legend:	White Staff			Tan Budget Committee - Meetings or Tasks that include the Richmond Budget Committee							
	Blue Selectboard			Green School Committee - Meetings or Tasks that include the Richmond School Board/Finance Committee							
	Orange Town Meeting, Election & Citizen Nomination Deadlines										
Date			Location	Meeting Purpose	Participants	Tasks	Deliverables	Comments / Follow-Up	Due Dates		
Thursday	29-Jan	5:00 PM	RMHS Comm Room	School Finance Committee Meeting	Finance Committee	Finance Matters					
Tuesday	3-Feb	5:30 PM	Town Office Conf Rm	Selectboard Meeting	Selectboard	Regular Agenda Items + FY26 Changes as needed	Present Adjustments to FY26 Budget as Needed - for Selectboard Action	Amend FY26 Budget Items - if needed	1/28/2026		
Thursday	5-Feb	8:30 AM	Town Office Conf Rm	FY26 Budget Adjustments & FY27 Budget Prep Questions	Senior Staff	Review FY26 Budgets for Needed Adjustments & Discuss FY27 Budget Prep Status	FY26 Department Oper + Cap Budgets Capital Plans, and 5 Year Goals Review Discuss Collaboration with Schools, Overlap, Co-Dependent Requests	Continue 1-1 FY27 Budget Meetings as needed to discuss Program Groupings and Staffing			
Thursday	12-Feb	6:00 PM	RMHS Comm Room	School Committee Meeting	School Committee	Regular Agenda Items	Budget Items TBD				
Tuesday	17-Feb	5:30 PM	Town Office Conf Rm	Selectboard Meeting	Selectboard	Regular Agenda Items + FY27 Draft Budget Message presnted for discussion			2/11/2026		
Monday	23-Feb	11:30 AM	Town Office Conf Rm	FY27 Budget Department Submissions to TM + Fin Dir	Senior Staff	Review FY27 Budget Requests Prep Status - Questions	FY27 FINAL Department Oper + Cap Budgets Capital Plans, and 5 Year Goals Review Discuss Collaboration, Overlap, Co-Dependent Requests	Schedule any Needed 1-1 FY27 Budget Meetings			
Tuesday	24-Feb		Town Office - Clerk's Office	Advertise Town Meeting Date	TM + Clerk	Advertise Town Budget Meetings, Town Meeting Date of June 2, 2026 & Town Elections on June 9, 2026	Advertise on Website, Facebook, Library				
Tuesday	24-Feb	5:00 PM	RMHS Comm Room	School Finance Committee Meeting	Finance Committee	Finance Matters					
Monday	2-Mar	7:00 AM	Town Office - Clerk's Office	Nomination Papers Available	Citizens	Available from Town Clerk	Elected Position Nomination Papers Available from Town Clerk	No more than 100 Days before June 9, 2026			
Tuesday	3-Mar	5:30 PM 6:00 PM	Town Office Conf Rm	Regular Selectboard Meeting + Budget Committee	Selectboard + Budget Committee	Present Draft FY2027 Proposed Municipal Operations, TIF, Capital Investment Budgets	Town Manager Presents Draft FY27 PROPOSED Budgets to Selectboard + Budget Committee	Take Comments & Direction from Selectboard + Budget Committee	2/25/2026		
Thursday	5-Mar	8:30 AM	Town Office Conf Rm	FY27 Budget Adjustments as Required	Senior Staff	Review FY27 Budget Requests Prep Questions for Department Presentations	FY27 FINAL Department Oper + Cap Budgets Capital Plans, and 5 Year Goals Review Discuss Collaboration, Overlap, Co-Dependent Requests	Schedule any Needed 1-1 FY27 Budget Meetings			
Tuesday	10-Mar	5:00 PM	RMHS Comm Room	School Finance Committee Meeting	Finance Committee	Finance Matters					
Thursday	12-Mar	6:00 PM	RMHS Comm Room	School Committee Meeting	School Committee	Regular Agenda Items	Budget Items TBD				
Tuesday	17-Mar	5:30 PM 6:00 PM	Town Office Conf Rm	Regular Selectboard Meeting + Budget Committee	Selectboard + Budget Committee + Senior Staff	Present FY2027 Proposed Budgets for Specific Departments	TM Reviews PROPOSED FY2027 Budgets, with Departments Present to Selectboard + Budget Committee - Administration - Recreation, Parks & Events - Public Service Agencies - Non-Dept Budgets	Take Comments & Direction from Selectboard + Budget Committee	3/11/2026		
Monday	23-Mar	8:30 AM	Town Office Conf Rm	Review FY27 Budget Comments from Selectboard & Budget Committee	Senior Staff	Review FY27 Budget Requests Prep Questions for Department Presentations	Review Department Presentation Materials for Detail Meetings	Schedule any Needed 1-1 FY27 Budget Meetings with Departments +TM + Fin Dir + Multi Dept as needed			
Tuesday	31-Mar	5:30 PM 6:00 PM	Town Office Conf Rm	Regular Selectboard Meeting + Budget Committee	Selectboard + Budget Committee + Senior Staff	Present FY2027 Proposed Budgets for Specific Departments	TM Reviews PROPOSED FY2027 Budgets, with Departments Present to Selectboard + Budget Committee - Library - Senior Center - Police & ACO - Fire / EMS	Take Comments & Direction from Selectboard + Budget Committee	3/25/2026		

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Date			Location	Meeting Purpose	Participants	Tasks	Deliverables	Comments / Follow-Up	Due Dates	
Wednesday	1-Apr	Noon	TM Office	Submit Town Report Materials	Senior Staff	Review Materials for Town Report	All Town Report Information due			
Tuesday	7-Apr	5:00 PM	RMHS Comm Room	School Finance Committee Meeting	Finance Committee	Finance Matters				
Tuesday	7-Apr	5:30 PM 6:00 PM	Town Office Conf Rm	Special Selectboard Meeting + Budget Committee + School Department	Selectboard + Budget Committee + School Department	Present FY2027 Proposed Budgets for Specific Departments	TM Reviews PROPOSED FY2027 Budgets, with Departments Present to Selectboard + Budget Committee - Code & Facilities - Schools Department - Info Tech - Public Works	Take Comments & Direction from Selectboard + Budget Committee		
Thursday	9-Apr	5:00 PM	Clerk's Office	Submit Nomination Paperwork	Citizens	Completed Nomination Paperwork Submitted	Nomination Papers for any Richmond Resident seeking election to a Board or Committee due to Town Clerk	60 Days Before June 9, 2026		
Thursday	9-Apr	6:00 PM	RMHS Comm Room	School Committee Meeting	School Committee	Regular Agenda Items	Budget Items TBD			
Tuesday	14-Apr	5:30 PM 6:00 PM	Town Office Conf Rm	Regular Selectboard Meeting + Budget Committee + School Department	Selectboard + Budget Committee + School Department	Overall Review FY2027 Proposed Budgets for Operations, TIF, Capital Investment, School Department	TM Reviews OVERALL PROPOSED FY2027 Budget for discussion with Selectboard + Budget Committee + School Department	Take Comments & Direction from Selectboard + Budget Committee + School Department	4/11/2026	
Thursday	16-Apr		TM Office	Finalize Draft of Town Report	TM + Fin Dir + Clerk	Finalize Town Report Materials	Prepare Final Draft of Town Report			
Tuesday	21-Apr	5:30 PM 6:00 PM	Town Office Conf Rm	Special Selectboard Meeting + Budget Committee + School Department	Selectboard + Budget Committee + School Department	FY2027 Proposed Budgets - Final Discussion Before Preparing Town & School Warrants	Selectboard & Budget Committee Final Discussion of PROPOSED FY27 Town & School Budgets - Operations, TIF, Capital - Selectboard Vote to Approve Proposed FY27 Town & School Budgets - Budget Committee Vote to Approve Proposed FY27 Town & School Budgets	Prepare Budget Ordinance, Town and School Warrants		
Tuesday	28-Apr	5:30 PM 6:00 PM	Town Office Conf Rm	Regular Selectboard Meeting	Selectboard	Approve Town & School Warrants	Draft Town Meeting Warrant presented to Selectboard - Selectboard Approves Town Warrant - Selectboard Approves School Warrant	Finalize Town Warrant, with School Warrant Included	4/22/2026	
Wednesday	29-Apr	N/A	Town Office	Legal Review	TM + Fin Dir + Town Attorney	Send to Drummond Woodsum	Final Draft of Warrant/Ballot to Attorney for Legal Review	Legal Review		
Tuesday	5-May	5:00 PM	RMHS Comm Room	School Finance Committee Meeting	Finance Committee	Finance Matters				
Thursday	7-May	6:00 PM	RMHS Comm Room	School Committee Meeting	School Committee	Regular Agenda Items	Budget Items TBD			
Thursday	7-May		Town Office	Final Draft of Warrant/Ballot to Printer	TM + Fin Dir + Clerk	Send to Printer	Warrants for Town Meeting	Final Draft of Warrant/Ballot to Town Clerk to be printed		
Tuesday	12-May	5:30 PM	Town Office Conf Rm	Regular Selectboard Meeting	Selectboard	Regular Agenda Items			5/6/2026	
Tuesday	28-May	5:30 PM	Town Office Conf Rm	Regular Selectboard Meeting	Selectboard	Regular Agenda Items			5/6/2026	
Tuesday	2-Jun	TBD	High School	Town Meeting	Citizens	Vote on Town & School Warrants	Town Meeting			
Thursday	4-Jun	6:00 PM	RMHS Comm Room	School Committee Meeting	School Committee	Regular Agenda Items	Budget Items TBD			
Tuesday	9-Jun	TBD	TBD	Elections		Election of Selectboard, School Committee & other Constitutional Officers on Ballot	Elections - Most Likely will be Held at Town Office, Schools are Not Available			