



# Town of West Newbury

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West Newbury, Massachusetts 01985

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## **FY25 Budget Schedule – Updated** (ver. 3, Feb. 7, 2024)

December 4	Select Board review/adopt FY25 Budget Policy Direction
December 12	Budget Package sent to Dept. Heads, Town Officers, Boards, Commissions and Committees (B/C/Cs)
January 11	Requested FY25 Expense Budgets, and proposed FY25 Capital items, for all Dept. Heads or Town Officers due to Town Manager and Town Accountant
January 18	Requested FY25 Expense Budgets, and proposed FY25 Capital items, for all B/C/Cs due to Town Manager and Town Accountant
January (various)	Review by Town Manager and Town Accountant, including budget working meetings. (Depts. and B/C/Cs will be contacted individually to schedule your reviews, if/as needed)
January 30	Pentucket School Committee meeting to review proposed State budget (regarding education) and preview anticipated PRSD school budget
February 6	<b><u>Town Meeting Warrant closes (anticipated). Article requests due to Select Board and Town Clerk.</u></b>
February 8	Capital Improvements Committee meeting to review proposed Capital Program and FY25 projects. <i>Capital Improvements Committee expected to schedule 2 or more add'l meetings in Feb. and/or March as needed.</i>
February 12	Town Manager proposed FY25 budget, with budget message and proposed FY25 departmental and organizational structure, presented to Select Board.
February 12	Select Board referral of proposed FY25 budget to Finance Committee <sup>1</sup>
February 13	School Committee Public Hearing: Proposed Pentucket FY25 Budget
Feb-March	Finance Committee meetings to review proposed budget and articles. Departments and B/C/Cs will be notified regarding timing of meetings related to your proposed article(s) and section(s) of the budget.  Thurs. Feb 15 at 6pm: Joint FinCom and Select Board meeting Tues., Feb. 20 at 6:30pm: Joint FinCom and Select Board meeting Mond., Feb. 26 at 7pm: Joint Select Board and FinCom meeting Wedn., March. 13 at 6pm: Joint FinCom and Select Board meeting Wedn., March. 20 at 6pm: Joint FinCom and Select Board meeting Wedn., March. 27 at 6pm: Finance Committee meeting
February 27	Pentucket School Committee expected to vote School District Assessments
March 18	Capital Improvements Committee report due to Select Board
March 19	Planning Board Public Hearing regarding proposed Zoning Amendments
On/around March 27	Finance Committee Referral of FY25 Budget to Town Meeting ( <i>anticipated</i> )
BY April 15	Posting of Warrants (14 days prior)
BY April 15	Publication of Finance Committee booklet
April 29, 7pm	<b>Annual and Special Town Meetings</b>
May-June	Select Board approval of FY25 Wage/Salary Schedule

<sup>1</sup> Per the Town Manager Act Sec. 4(j): "The [select board] shall review the annual proposed budget prepared by the town manager and make changes as the [select board] deems advisable. The town manager shall present the budget which incorporates the changes of the [select board] to the finance committee and the town meeting." Therefore the budget as proposed to Finance Committee will reflect any changes as may be directed by the Board. The budget as recommended by Finance Committee will be taken up by Town Meeting.