

Town of Medway

Fiscal Year 2024 Budget and 2023 Town Meeting Calendars

Date	Activity	Charter Ref.
Aug. 15, 2022	Town Manager Issues Capital Improvement Plan (CIP) Instructions	5-2-6
Sept. 12	Select Board Issues Budget Calendar	7-2-1
Oct. 3	Town Manager/Finance Director Issue Five (5) Year Revenue and Expense Budget	7-4-1
Oct. 7	CIP Submitted to Town Manager – Includes Status of Previously Approved Projects Plus Proposed New Projects	5-2-6
Oct. 11-17	Town Manager/Finance Dir. Review CIP w/ Dept. Mgrs.	
Oct. 17	Select Board Issues Policy Statement for FY24 Budget	7-2-4
Oct. 19	Proposed CIP and Capital Budget Submitted to Capital Improvement Planning Committee (CIPC)	
Oct. 19 - Dec. 30	CIPC Reviews and Ranks Projects	
Nov. 28	Town Manager/Finance Director Issues Operating Budget Instructions to Dept. Heads and Committee Chairs	7-2-4
Dec. 27	Departmental Operating Budget Submissions Due to Town Admin.	7-2-5
Dec. 28 – Jan.13, 2023	Town Manager/Finance Director Review Department Budgets	
Jan. 3-13	CIPC Prepares Five Year Schedule of Capital Projects	5-2-6
Jan. 3	Annual Town Meeting Warrant Opens	
Jan. 17	CIPC Presents Capital Budget and Capital Plan to Select Board	
Jan. 30	Town Manager Submits Proposed Comprehensive Operating and Capital Budgets to Select Board	7-2-6
Jan. 30 – Mar. 4	Select Board Reviews Operating and Capital Budgets	
Feb. 21	ATM Warrant Closes	
Feb. 22-24	Legal Review of Warrant	
Feb. 24	School Dept. Budget Submitted to Town Admin. and Select Board	
Mar. 6	Select Board Adopts and Recommends Warrant to FinCom (except zoning); Select Board Adopts and Transmits Operating and Capital Budgets to FinCom	7-2-9
Mar. 7-Apr. 7	FinCom Review of Annual Town Meeting Warrant, Operating and Capital Budgets; Prepares Town Meeting Recommendations	
Mar. 7	PEDB Holds Public Hearing on Proposed Zoning Bylaw Changes	
Mar. 9	PEDB Submits Public Hearing Outcome/Recommendations to Select Board	
Mar. 20	Select Board Votes Recommendations on Zoning Warrant Articles	7-2-9
Mar. 20	FinCom Submits Public Hearing Notice to Milford Daily News (4 business days prior to advertisement in paper)	
Mar. 21	Select Board Advises FinCom of Zoning Articles Recommendations	
Apr. 5	FinCom Holds Public Hearing	2-5-2/7-2-10
Apr. 7	FinCom Recommends Final Budget and Warrant	7-2-10
Apr.14	Warrant Submitted to Publisher	
Apr. 14	Warrant Posted on Web, Residents Notified	
May 8, 2023	Annual Town Meeting; Approval of Upcoming Year's Budgets	

April 20, 2023

Constable Posts Warrant