



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: (508) 349-7004 Fax: (508) 349-5505

October 25, 2022

To: Select Board
Department Heads
Chairs of Boards, Committees and Commissions
Town Moderator
Finance Committee

From: Darrin Tangeman, Town Manager

Re: Annual Municipal Calendar for 2023 ATM and Fiscal Year 2024 Budget Preparation

The Select Board has consented to the following Municipal Calendar for the 2023 Annual Town Meeting and the Fiscal 2024 Budget Preparation. The calendar provides you with the upcoming deadlines for meetings, budget and CIP requirements, Annual Town Report requirements, Town Meeting and Elections. The 2023 Annual Town Meeting will be held on Tuesday, April 27, 2022.

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| Oct. 11, 2022 | Finalize Select Board Budget Message |
| Oct. 28, 2022 | Budget templates sent to Department Heads/ Committee Chairs |
| Nov. 1, 2022 | CPC deadline for application for possible funding at the 2023 ATM |
| Nov. 18, 2022 | All budgets and CIP requests must be turned into the Town Manager and the Town Accountant by noon. |
| Dec. 6, 2022 | Budget Task Force Meetings Begin |
| Jan. 10, 2023 | Select Board review of budget and CIP and submit to Finance Committee (<i>Per Truro Charter – on or before January 15</i>) |
| Jan. 10, 2023 | Select Board vote to open the Warrant for the 2023 Annual Town Meeting, effective January 24, 2023. |
| Jan. 13, 2023 | Nomination Papers available at Clerk's Office for Annual Town Election |
| Jan. 24, 2023 | Annual Town Meeting Warrant Opens |

Jan. 31, 2023	All Annual Town Reports must be submitted electronically to Noelle Scoullar (nscoullar@truro-ma.gov), and/or Nicole Tudor (ntudor@truro-ma.gov)
Feb. 2, 2023	Deadline for Money Articles
Feb. 14, 2023	Draft FY2024 Town and School Budgets, CIP presented to the Select Board and Finance Committee
Feb. 23, 2023	Annual Town Meeting Warrant Closes/Last day for Petitioned Articles at 4:00pm
Mar. 10, 2023	Last day to file nomination papers with the Registrar
Mar. 14, 2023	FY2024 “final” Budget and CIP and draft Warrant presented to Select Board for review and approval
Mar. 24, 2023	Warrant to the Printer
Mar. 28, 2023	Last day for Finance Committee to submit letter to voters on FY2024 Budget/CIP for including in the Town Meeting Warrant
Mar. 28, 2023	Final Select Board review and approval of warrant and last day for the Select Board letter to voters on FY2024 Budget/CIP, etc., for inclusion in the Town Meeting Warrant
Apr. 15, 2023	Last Day to Register to Vote for Annual Town Meeting and Annual Town Election
Mar. 17, 2023	Last day to object or withdraw nomination papers
Apr. 11, 2023	Post Warrant
TBD	Budget Public Hearing, Pre-Town Meeting and Candidates Night
Apr. 25, 2023	Annual Town Meeting, Time and Location to Be Determined
May 9, 2023	Annual Town Election, 7:00 am – 8:00 pm Truro Community Center