

## Fiscal Year 2022-2023 Budget Preparation Schedule - REVISED

### Meetings to be Held at Town Hall, Community Meeting Room

- Wed. January 12<sup>th</sup> Distribution of budget packets to Boards and Commissions and Department Heads.
- Thurs, Jan 20<sup>th</sup> Board of Finance regular meeting.
- Fri. January 21<sup>st</sup> Budget Submissions due back from Commissions and Department Heads to First Selectman's Office.
- Jan. 24 to Feb. 7<sup>th</sup> First Selectman's Office, Accounting Manager and Treasurer review submissions and propose draft budget to be provided to BoF which is to include the initial submissions from offices, boards and commissions as well as revisions proposed by the Board of Selectmen.
- Thurs, Feb 17<sup>th</sup>. 6 PM. Regular Board of Finance Meeting.  
7 PM, **First Joint BoS/BoF meeting.** Distribution of operating budget draft, overall summary report by Finance Department and First Selectwoman to include list of new capital projects not currently in budget, review Supervision District Budget.
- Wed, Feb 23<sup>rd</sup>. 6 PM. Regular Board of Selectmen meeting.  
7 PM. **Second Joint BoS/BoF meeting.** Review first half of draft operating budget, including miscellaneous and health and welfare, including new requests and areas needing further determination of areas needing further study or analysis. Follow up on Supervision District Budget.
- Wed. Mar 2 7 PM. **Third Joint BoS/BoF meeting.** Review Public Works, Revenue budget and first review of R4 budget **New Date**
- Wed. March 9<sup>th</sup> 6 PM. Regular Board of Selectmen Meeting  
7 PM. **Fourth Joint BoS/BoF meeting.** Review Police and Fire Department budgets. Initial review of Capital budget.
- Thurs, March 17<sup>th</sup> 6 PM. Regular Board of Finance Meeting  
7 PM. **Fifth Joint BoS/BoF meeting.** Detailed review of Capital budget and any new capital initiatives; discussion/recommendations for approval of new capital initiatives and requests.
- Thurs, March 24<sup>th</sup> 7 PM, **Chester Board of Education votes to approve 2022-2023 budget.**

- Mon, April 4<sup>th</sup> 7 PM. **Region 4 Board of Education Public Budget Hearing.**
- Wed, April 6<sup>th</sup> 7 PM. **Sixth Joint BoS/BoF Meeting.** Presentation of Region 4 and Chester Elementary Boards of Education budgets and Q and A.
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- Tues, April 12<sup>th</sup> 7 PM. **Seventh Joint Bos/BoF meeting.** Final review of 22-23 municipal budget and vote to send to public hearing. Notice to newspaper of Public Hearing by noon on April 19. **New Meeting.**
- Tues, May 3<sup>rd</sup> **12 PM to 8 PM, Region 4 Budget Referendum Vote.**
- Tues, May 10<sup>th</sup> 7 PM. **FY 22-23 Draft Budget Public Hearing. Presentations by First Selectman, Board of Finance Chair and Schools Superintendent. New Date.**
- BoS/BoF Joint budget meeting following public hearing to discuss and make changes to draft budget, if necessary. Board of Finance vote to approve budget and send for Town Vote. Board of Selectmen vote to set Annual Town Budget Meeting Call for Tuesday, May 24, 2022, and public notice date. Annual Town Meeting must be at least 2 weeks after May 10 public hearing.**
- Submit legal notice by noon, Wednesday, May 11<sup>th</sup> for Valley Courier publish date on Thursday, May 18<sup>th</sup> and post on Town website, email blast file with Town Clerk.
- Tues, May 24<sup>th</sup>. **7:00 PM. Annual Town Budget Meeting Vote. Chester Meeting House or as required in accordance with COVID restrictions. New Date**
- Board of Finance Budget Meeting following Town Meeting Vote to set Mil Rate for FY 22-23.