

PROPOSED
TOWN OF PLYMOUTH
BUDGET PROCESS
FY 2024/2025

7/26/2023 Town Manager Meeting with Department Heads – Discussion of 2024/2025 budget expectations and review budget process timelines

7/26-9/29 Dept. Heads develop FY '2024/2025 budget and CIP requests/updates with program justification within Google. Docs Further, departments are to update the CIP schedule for the 2029-2030 FY.

10/2 Department Heads send finalization email to Town Manager & Finance Director advising their budget(s) are ready for review. No further changes to be made by Department Head and sheets will be locked on this date.

10/2 Department Heads will be scheduled to meet with the CIP

10/2 – 10/13 Town Manager & Finance Director to review budgets & CIP Items with Department Heads – Schedule as follows:

10/2 – Police, Parking, Dispatch, Resource Officer – 1:00 pm

10/3 – Planning & Land Use Enforcement – 10:00 am

10/3 – Highway – 1:00 pm

10/4 – Cemeteries & Recycling – 10:00 am

10/4 – Ambulance, Fire, Code Enforcement & Health – 1:00 pm

10/6 - Airport – 10:00 am

10/6 – Library – 1:00 pm

10/10 – Recreation – 10:00 am

10/10 – Parks – 11:00 am

10/11-10/13 – Town Clerk and Administration and reschedules as needed

10/18 – Budget to Budget Committee for initial review

10/25 – Town Manager and Finance Director meet with Budget Committee – 1:30 pm

10/26 – Town Manager and Finance Director meet with Budget Committee – 1:30 pm (if needed)

10/26- 11/15 – Budget Committee to meet with Department Heads – Budget Committee to contact departments directly for dates and times of these meetings. Every department must make time to meet with Budget Committee in order to secure a recommendation from the Committee.

11/17 - Budget Committee Recommendations must be inputted into Google Docs.

12/4 - Selectboard Meeting w/Departments, Town Manager & Budget Committee
1:00 pm – Police, Parking, Dispatch, Resource Officer
2:00 pm – Planning & Land Use Enforcement
2:30 pm – Ambulance, Fire, Code Enforcement & Health

12/11 - Selectboard Meeting w/Departments, Town Manager & Budget Committee
3:30 pm Cemeteries & Recycling
4:00 pm Highway
5:00 pm Library

12/18 - Selectboard Meeting w/Departments, Town Manager & Budget Committee
1:00 pm - Recreation
1:30 pm – Parks
2:00 pm - Town Clerk and Administration and reschedules as needed

1/8 - 1:30 pm - 3:30 pm Selectboard finalization of the 24/25 budget & CIP recommendations

1/22 5:15 pm 1st Public Budget Hearing

2/8 5:15 pm 2nd Public Hearing (if needed for reading of petitioned warrant articles)

2/9 Last day for Selectmen to post Town Meeting Warrant by 5:00 PM.

3/1 Town Reports must be available.

3/12 Election Day 8am to 7pm

3/13 **Town Meeting 2024 - 7:00 PM**
