

# Memorandum

**To:** Municipal Department Heads, Chairpersons of Multi-member Boards, Commissions and Committees

**From:** Nancy Lucier, Town Administrator

**Date:** December 9, 2021

**Re:** May 16, 2022 Annual Town Meeting

---

The 2022 Annual Town Meeting is scheduled for Monday, May 16, 2022 at 7:00 p.m. in the West Boylston Middle/High School Auditorium. Below you will find the schedule for Town Meeting Warrant preparation.

1. **March 16, 2022 - FY2023 Budget Presentation to Board of Selectmen:**

The Town Administrator will present her preliminary FY2023 Budget Recommendation to the Board of Selectmen as part of the Board of Selectmen's Meeting.

2. **April 1, 2022 - FY2023 Budget Recommendations to the Finance Cmte:**

The Town Administrator will submit final FY2023 Budget Recommendations to the Finance Committee on or before April 1, 2022.

3. **April 1, 2022** - The Town Administrator will provide the Selectmen with a list of all of the FY23 Capital requests received.

4. **April 4 – April 15, 2022 - Finance Committee and the Capital Investment Board Budget & Capital Review Sessions:**

The Finance Committee and the Capital Investment Board will conduct FY2023 Budget Review and Capital Review Sessions and meet with appropriate officials on the FY2023 Budget and Capital requests from April 1 through April 15, 2022.



March 14, 2022

5. **April 1, 2022 – Deadline for Warrant Article Submission for May 16, 2022 Annual Town Meeting**

The Board of Selectmen will accept Annual Town Meeting Warrant articles from municipal departments, boards and committees, as well as the public, until April 1, 2022.

6. **April 20, 2022 – All Warrant Articles, including Capital requests, to be given to the Board of Selectmen at its regular meeting.**

The Board of Selectmen will acknowledge list of all warrant article received, including itemized Capital requests voted as recommended by the Capital Planning Committee, as part of their agenda package. In addition, should any zoning articles appear on the list, the Board shall vote to refer them to the Planning Board so it can hold its public hearing.

7. **April 27, 2022 – Board of Selectmen’s Public Work Session to Close and Approve Draft Warrant for the May 16, 2022 Annual Town Meeting**

The Board of Selectmen will conduct a public work session meeting in conjunction with the Finance Committee to review the proposed FY2023 Budget Recommendations on April 27, 2022. They will also approve, close, and sign the Annual Town Meeting Warrant at this meeting.

8. **April 29, 2022 – Warrant will be Printed and Posted by this date**

The warrant for the May 16, 2022 Annual Town Meeting will be posted and copies will be distributed.

9. **May 16, 2022 – Annual Town Meeting**

Annual Town Meeting to be held at the West Boylston Middle/High School Auditorium on May 16, 2022.

Should you need any additional assistance or clarification, please feel free to contact this office at your convenience.

Thank you for your attention to this communication.