



## Town of Portland, Connecticut

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Equal Opportunity Provider and Employer  
**Office of the Finance Director**

MEMO TO: All Department Heads and Board/Commission Chairs  
FROM: Tom E. Robinson, Director of Finance  
DATE: November 1, 2023  
SUBJECT: Preliminary **2024-2025** Budget Timetable

The following is a tentative and preliminary 2024-2025 budget timetable; this document is subject to change.

### **1. SUBMISSION OF BUDGET REQUESTS TO THE FIRST SELECTMAN\***

*\*Electronically to First Selectman and to Finance Director. Use the format in the budget book. Be sure to also submit each Department's written rationale that will be included in the budget report. Use Microsoft Word. Provide a hard copy of the budget and written rationale to Michelle Ceppaglia.*

Friday January 19, 2024 – All budgets, except for the Board of Education (BOE)  
Friday January 26, 2024 – BOE budget

### **2. SUBMISSION OF FIRST SELECTMAN'S BUDGET TO BOS**

No later than Friday, March 1, 2024

### **3. PUBLIC HEARING BY BOS ON FIRST SELECTMAN'S SUBMITTED BUDGET**

**Tuesday March 12, 2024 at 7:00 PM**, to be held in the Buck-Foreman Community Room, 265 Main Street

### **4. BOS DEPARTMENT BUDGET WORKSHOPS**

Departments, boards, etc. will be informed of the schedule of meetings held in the Buck-Foreman Community Room, 265 Main Street, at 7:00 PM.

- **Wednesday March 13, 2024** – Department workshops
- **Tuesday March 19, 2024** – Department workshops, including BOE
- **Wednesday March 20, 2024** – Department workshops
- **Tuesday March 26, 2024** – Budget Deliberations
- **Wednesday March 27, 2024** – Budget Deliberations
- **Wednesday April 3, 2024** – BOS meeting: Final adoption of budget

### **5. TOWN MEETING ON GENERAL FUND OPERATING BUDGET**

**Monday May 6, 2024** – 1<sup>st</sup> Monday in May, hearing and amendments at PMS Cafeteria  
**Monday May 13, 2024** – 1<sup>st</sup> budget referendum, 6 AM to 8 PM at PMS, 93 High Street  
*Monday May 20, 2024 – 2<sup>nd</sup> budget referendum (if necessary), 6 AM to 8 PM at PMS*

### **6. SETTING OF MILL RATE**

By the BOS within one (1) week of budget adoption