



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: January 2, 2025
SUBJECT: Preliminary **2025-2026** Budget Timetable

The following is a tentative and preliminary 2025-2026 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 24, 2025 – All budgets, except for the Board of Education (BOE)
Friday January 31, 2025 – BOE budget

2. SUBMISSION OF FIRST SELECTMAN'S BUDGET TO BOS

No later than Friday, February 28, 2025

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

Tuesday March 11, 2025 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 12, 2025** – Department workshops, including BOE
- **Tuesday March 18, 2025** – Department workshops
- **Wednesday March 19, 2025** – Department workshops
- **Tuesday March 25, 2025** – Budget Deliberations
- **Wednesday March 26, 2025** – Budget Deliberations
- **Wednesday April 2, 2025** – BOS meeting: Final adoption of budget

5. TOWN MEETING ON GENERAL FUND OPERATING BUDGET

Monday May 5, 2025 – 1st Monday in May, hearing and amendments at PMS Cafeteria
Monday May 12, 2025 – 1st budget referendum, 6 AM to 8 PM at PMS, 93 High Street
Monday May 19, 2025 – 2nd 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