MEMO

To:		Directors
From:		Fernanda Santos
Date:		Friday, October 6, 2023
Re:		FY2025 Budget Reviews

The following are the proposed meeting dates for budget reviews with the Executive Assistant and the Finance Director. Please notify the office if you have a conflict. Budgets are due by October 27, 2023 along with Inventories, and any Capital Plan requests.

		Tuesday, November 14, 2023
10:00AM		Inspections
10:30AM		Veterans
11:00AM		Communtiy Development
1:30PM		Public Works
		Wednesday, November 15, 2023
10:00AM		Recreation
10:30AM		Council on Aging / Senior Center
11:00AM		Board of Health
1:00 PM		Police
		Thursday, November 16, 2023
10:00AM		Library
10:30AM		Town Clerk
1:30 PM		Finance/ IT / Assessors
2:00 PM		Fire
		TBD
10:00 AM		School Department