

**Town of Windsor Locks
FY 2025 Budget Calendar**

In Consideration of other presenters and the Board's time, we request that presentations be kept to a minimum of one (1) hours or less.

PREPARATION AND SUBMISSION OF DRAFT OPERATING AND CAPITAL BUDGETS		
Date	ITEM	NOTE
Friday, December 1, 2023	Operating budget instructions § 803, Charter	Budget request forms sent to Departments, Boards, and Commissions
Friday, December 1, 2023 to Wednesday, January 31, 2024	Operating budget, revenue estimates and capital budgets: draft budget preparation	Departments prepare their 2025 budget requests, both operating and capital
Thursday, February 1, 2024	Operating and Capital budget requests due to Finance Office	See <i>Budget Instructions 2025</i> for process and directions
BUDGET MEETINGS		
DATE	LOCATION	DEPARTMENT OR SERVICE AREA
Tuesday, February 6, 2024	E. Grasso Conf. Room. 6:30 PM	Holiday Committee
		Inland/Wetlands Committee
		Historical Commission
		Conservation Committee
		Economic Industrial Development Committee
Wednesday, February 7, 2024	E. Grasso Conf. Room. 6:30 PM	Library
		BAA
		Planning & Zoning Commission
		Zoning Board of Appeals
		Capital Improvement Committee (Operating Budget)
Tuesday, February 13, 2024	E. Grasso Conf. Room. 6:30 PM	Registrar of Voters
Wednesday, February 14, 2024	E. Grasso Conf. Room. 6:30 PM	Probate Court
Tuesday, February 20, 2024	E. Grasso Conf. Room. 6:30 PM	Board of Education
Wednesday, February 21, 2024	E. Grasso Conf. Room. 6:30 PM	No scheduled presentations
Tuesday, February 27, 2024	E. Grasso Conf. Room. 6:30 PM	Police Commission
Wednesday, February 28, 2024	E. Grasso Conf. Room. 6:30 PM	Debt Service
Tuesday, March 5, 2024	E. Grasso Conf. Room. 6:30 PM	Board of Finance
		CONA
		Park and Recreation
Wednesday, March 6, 2024	E. Grasso Conf. Room. 6:30 PM	Tax Department
		Public Works
		Town Treasurer
Tuesday, March 12, 2024	E. Grasso Conf. Room. 6:30 PM	Town Clerk
		Fire Commission & Fire Marshal
		TIF Districts
Wednesday, March 13, 2024	E. Grasso Conf. Room. 6:30 PM <i>Departments welcome but not required</i>	Board of Selectmen
		Wages Non-Union Personnel
		Revenues
Tuesday, March 19, 2024	E. Grasso Conf. Room. 6:30 PM <i>Departments welcome but not required</i>	Employee Benefits
Wednesday, March 20, 2024	E. Grasso Conf. Room. 6:30 PM <i>Departments welcome but not required</i>	Finalize Cap Improvement, Selectman, BOE and all other budgets not yet approved
Tuesday, March 26, 2024	E. Grasso Conf. Room. 6:30 PM	Finalize Cap Improvement, Selectman, BOE and all other budgets not yet approved
Wednesday, March 27, 2024	E. Grasso Conf. Room. 6:30 PM <i>Departments welcome but not required</i>	Appeals: Operating & Capital
Tuesday, April 2, 2024 <i>As needed</i>	E. Grasso Conf. Room. 6:30 PM <i>Departments welcome but not required</i>	Prepare & Finalize Budgets
Wednesday, April 3, 2024 <i>As needed</i>	E. Grasso Conf. Room. 6:30 PM <i>Departments welcome but not required</i>	Prepare & Finalize Budgets
Tuesday, April 23, 2024	Ella Grasso Conf Room, Town Hall 7:00 PM	Public Hearing on Budget
Tuesday, May 21, 2024	Ella Grasso Conf Room, Town Hall 7:00 PM	Annual Town Budget Meeting. § 804, Town Charter