

**Town of Windsor Locks
FY 2022 Budget Calendar**

PREPARATION AND SUBMISSION OF DRAFT OPERATING AND CAPITAL BUDGETS		
Date	ITEM	NOTE
Friday, November 20, 2020	Capital Improvement Advisory Committee Packet	Capital Improvement 5 year plan documents sent to Departments, Boards, and Commissions
Tuesday, December 1, 2020	Operating budget instructions § 803, Charter	Budget request forms sent to Departments, Boards, and Commissions
Tuesday, December 1, 2020 to Sunday, January 31, 2021	Operating budget, revenue estimates and capital budgets: draft budget preparation	Departments prepare their 2022 budget requests, both operating and capital
Monday, December 28, 2020	Capital Requests due to Finance Office	All capital requests to be submitted to Finance Office
Monday, January 4, 2021	Department presentations to CIAC	All departments with submitted Capital Requests present the requests to the CIAC committee, 6:00PM
Monday, February 1, 2021	Operating budget requests due to Finance Office	See Budget Letter for process and directions
BUDGET MEETINGS		
DATE	LOCATION	DEPARTMENT OR SERVICE AREA
Tuesday, February 2, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom, link to be posted on agenda)	Holiday Committee
		Inland/Wetlands Committee
		Historical Commission
		Conservation Committee
		Economic Industrial Development Committee
		Town Treasurer
		Library
Wednesday, February 3, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom, link to be posted on agenda)	BAA
		Planning & Zoning Comm.
		Zoning Board of Appeals
		Capital Improvement Committee (Operating Budget)
		Registrar of Voters
		Probate Court
Tuesday, February 9, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom, link to be posted on agenda)	Ambulance, Lions Club
		Town Clerk
		Tax Department
		Fire Commission & Fire Marshal
Wednesday, February 10, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom)	Board of Education
Tuesday, February 16, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom)	Police Commission
Wednesday, February 17, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom, link to be posted on agenda)	TIF Districts
		Board of Selectmen
		Non-Union Personnel
Tuesday, February 23, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom)	Public Works
Wednesday, February 24, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom, link to be posted on agenda)	Youth Services
		CONA
		Park & Recreation
		Employee Benefits
Tuesday, March 2, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom)	Revenue
Wednesday, March 3, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom)	Capital Requests presented by CIAC
Tuesday, March 9, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom, link to be posted on agenda)	Debt Service
		Board of Finance
Wednesday, March 10, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom) <i>Departments welcome but not required</i>	Finalize Cap Improvement, Selectman, BOE and all other budgets not yet approved
Tuesday, March 16, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom) <i>Departments welcome but not required</i>	Finalize Cap Improvement, Selectman, BOE and all other budgets not yet approved
Wednesday, March 17, 2021 <i>As needed</i>	E. Grasso Conf. Room. 6:30 PM (via Zoom) <i>Departments welcome but not required</i>	Finalize Cap Improvement, Selectman, BOE and all other budgets not yet approved
Tuesday, March 23, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom) <i>Departments welcome but not required</i>	Appeals: Operating & Capital
Wednesday, March 24, 2021	E. Grasso Conf. Room. 6:30 PM (via Zoom) <i>Departments welcome but not required</i>	Prepare & Finalize Budgets
Tuesday, March 30, 2021 <i>As needed</i>	E. Grasso Conf. Room. 6:30 PM (via Zoom) <i>Departments welcome but not required</i>	Prepare & Finalize Budgets
Wednesday, March 31, 2021 <i>As needed</i>	E. Grasso Conf. Room. 6:30 PM (via Zoom) <i>Departments welcome but not required</i>	Prepare & Finalize Budgets
Tuesday, April 20, 2021	Ella Grasso Conf Room, Town Hall 7:00 PM	Public Hearing on Budget
Tuesday, May 18, 2021	Ella Grasso Conf Room, Town Hall 7:00 PM	Annual Town Budget Meeting. § 804, Town Charter