



TOWN OF TYNGSBOROUGH

Office of the Town Manager

Town Offices | 25 Bryant Lane

Tyngsborough, MA 01879

Tel: (978) 649-2314 | Fax: (978) 649-2320

TO: Select Board

FROM: Colin F. Loiselle, Town Manager

DATE: September 8, 2025

RE: FY27 Capital & Operating Budget Schedule

Sep. 8, 2025, Mon	<ul style="list-style-type: none"> Town Manager & Finance Director present baseline 5-year forecast & develop feedback from Board about budget priorities for future modeling.
Sep. 24, 2025, Wed*	<ul style="list-style-type: none"> Initial Capital Asset Management Committee Meeting to review request form and discuss process for FY27
Oct. 6, 2025, Mon	<ul style="list-style-type: none"> Instructions to department heads for FY27 Capital Budget distributed
Oct. 15, 2025, Wed*	<ul style="list-style-type: none"> Finance Director meets with CAMC to discuss funding sources & strategy for Fiscal Year 2027.
Nov 4, 2025, Tue	<ul style="list-style-type: none"> Deadline for departments to submit capital requests to CAMC.
Nov 5, 2025, Wed	<ul style="list-style-type: none"> Town Manager and Finance Director to issue budget instructions to Department heads.
Dec 4, 2025, Thur	<ul style="list-style-type: none"> Deadline for departments to submit budget requests for FY27 Town Manager and Finance Director/Town Accountant begin to meet with departments for line-item budget review
Jan 5, 2026, Monday	<ul style="list-style-type: none"> Town Manager and Finance Director make first budget presentation based on initial department requests & solicit input from Select Board
Jan 14, 2026, Wed*	<ul style="list-style-type: none"> Town Manager and Finance Director make first budget presentation based on initial department requests & solicit input from Finance Committee
Jan 26, 2026, Mon	<ul style="list-style-type: none"> Second Select Board Presentation & Review Department Budget Requests (if necessary) SB vote to open Annual Town Meeting warrant
Feb 23, 2026, Mon	<ul style="list-style-type: none"> Potential Tri-Board Meeting – Budget Presentation & Long-Term Debt Discussion
Mar 23, 2026, Mon	<ul style="list-style-type: none"> CAMC: Present Finalized FY27 CIP to SB Tyngsborough Public Schools and Greater Lowell Technical High School budget presentations



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Mar 26, 2026, Thur	<ul style="list-style-type: none"> ● Deadline for Citizen Petition articles to be submitted to Town Clerk ● Draft warrant and motions sent to Town Counsel for review
Apr 6, 2026, Mon	<ul style="list-style-type: none"> ● Tri-Board Meeting - Meet with state legislators to review projected state aid, overall revenues, and discuss new growth and revenue share ● IACS Budget Presentation ● Town Manager & Town Accountant/Finance Director to present draft FY27 balanced budget
April 13, 2026, Mon**	<ul style="list-style-type: none"> ● Final Budget Meeting and vote by SB to recommend balanced budget and recommendations on warrant articles ● Post ATM & STM warrant (MGL Ch 39 Sec 10) minimum 7 days prior to ATM and 14 prior to STM
April 28, 2026, Tues	<ul style="list-style-type: none"> ● Pre-Town Meeting Information Session
May 5, 2026, Tues	<ul style="list-style-type: none"> ● Annual/Special Town Meeting

* CAMC and FinCom will need to meet to confirm meeting dates, but Administration will target these weeks to stay on schedule

** Due to Patriot's Day being on April 20, 2026, the Board may need to hold a special meeting on April 13th to post the warrant if there is a STM due to the time constraints. Alternatively, to avoid a meeting on the 13th, the Board and Administration could aim to have the budget finalized and warrant done in time for a vote by the SB on April 6th.