

## TOWN OF WESTFORD

### **Monday, October 17, 2016 Special Town Meeting Timeline Adjourned sessions October 18, if needed**

<b>Event</b>	<b>Notes</b>	<b>DATE</b>
Warrant opens	BOS may announce warrant opening and closing date at same meeting.	Tue., June 28
Deadline to submit application for street acceptance to Planning Board with all supporting documentation	at least 90 days (12 weeks 6 days) prior to Town Meeting and in conjunction with Planning Board meeting	Tues., July 19, 12:00 noon
<ul style="list-style-type: none"> <li>• Board-, committee-, and dept-sponsored warrant article submission deadline</li> <li>• File documentation for zoning and scenic road bylaw amendments with Planning Department</li> </ul>	Day after Planning Board meeting for any zoning amendments. Warrant articles are forwarded to Counsel for review.	Tue., Aug 16, 3:00pm
Planning Board public hearing notices to Westford Eagle	1 <sup>st</sup> published at least 2 weeks prior to hearing	Fri., Aug 19, 5:00pm
Selectmen hold public hearing for street layout plans		Tues, Aug 23
<ul style="list-style-type: none"> <li>• <b>Warrant closes at 12:00pm</b></li> <li>• Petition article submission deadline</li> </ul>	Vote at prior meeting	Tuesday, Sept 6 <sup>th</sup> noon
<ul style="list-style-type: none"> <li>• Selectmen review proposed warrant articles, set warrant order, review draft motions</li> </ul>		Tue., Sept 13
<ul style="list-style-type: none"> <li>• Planning Board opens public hearings on zoning and scenic roads articles</li> </ul>		Mon., Sept 19
<ul style="list-style-type: none"> <li>• Selectmen take positions on warrant articles; finalize motions</li> </ul>		Tue., Sept 27
<ul style="list-style-type: none"> <li>• Town meeting-related reports &amp; records are available online and at Town Clerk's office</li> <li>• Planning Board closes public hearings on zoning and scenic roads articles</li> <li>• Warrant posting deadline</li> </ul>	Town Bylaw requirement: report available and warrant posted 2 weeks prior.	Mon., Oct 3
<ul style="list-style-type: none"> <li>• Motions meeting</li> <li>• Town Manager finalizes wording of warrant summary for postcard mailing</li> </ul>	Typically a morning meeting	Wed., October 5

<b>Event</b>	<b>Notes</b>	<b>DATE</b>
<ul style="list-style-type: none"> <li>• Approved street layout plan is filed with Town Clerk</li> <li>• Voter registration deadline, 8:00pm</li> <li>• Post card is mailed to residents</li> </ul>	Street layout plan must be filed with Town Clerk at least 1 week prior to town meeting.	Fri., Oct 7
<ul style="list-style-type: none"> <li>• Planning Board reports to Selectmen on zoning and scenic roads articles</li> <li>• Selectmen &amp; Finance Committee finalize positions on Warrant articles</li> </ul>		Tue., Oct 11
<ul style="list-style-type: none"> <li>• Powerpoint presentations to IT department</li> </ul>		Thurs, Oct 13, noon
Special Town Meeting		Mon., Oct 17, 7:30pm
Adjourned session, if needed		Tue., Oct 18

Holidays in 2016

Labor Day: Monday, September 5

Rosh Hashana begins October 3

Yom Kippur: October 12

Columbus Day: October 10