

TOWN OF WESTFORD

Monday, October 20, 2014 Special Town Meeting Timeline
Adjourned sessions October 21 & 22, if needed

Event	Notes	DATE
Warrant opens	BOS may announce warrant opening and closing date at same meeting.	Tue., June 10
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 22, 12:00 noon
<ul style="list-style-type: none"> • Board-, committee-, and dept-sponsored warrant article submission deadline • File documentation for zoning and scenic road bylaw amendments with Planning Department 	Day after Planning Board meeting for any zoning amendments. Warrant articles are forwarded to Counsel for review.	Tue., Aug 19, 3:00pm
Planning Board public hearing notices to Westford Eagle	1 st published at least 2 weeks prior to hearing	Fri., Aug 22, 5:00pm
Selectmen hold public hearing for street layout plans		Tues, Aug 26
<ul style="list-style-type: none"> • Warrant closes at 12:00pm • Petition article submission deadline 		Wednesday, Sept 3 th
<ul style="list-style-type: none"> • Planning Board opens public hearings on zoning and scenic roads articles 		Mon., Sept 15
<ul style="list-style-type: none"> • Selectmen review proposed warrant articles, set warrant order, review draft motions 	Changed from September 9 th because of conflict with State Primary	Tue., Sept 16
<ul style="list-style-type: none"> • Selectmen take positions on warrant articles; finalize motions 		Tue., Sept 30
<ul style="list-style-type: none"> • Motions meeting • Town Manager finalizes wording of warrant summary for postcard mailing 	Typically a morning meeting	Wed., October 1
<ul style="list-style-type: none"> • Town meeting-related reports & records are available online and at Town Clerk's office • Planning Board closes public hearings on zoning and scenic roads articles • Warrant posting deadline 	Town Bylaw requirement: report available and warrant posted 2 weeks prior.	Mon., Oct 6

Event	Notes	DATE
<ul style="list-style-type: none"> • Approved street layout plan is filed with Town Clerk • Voter registration deadline, 8:00pm • Post card is mailed to residents 	Street layout plan must be filed with Town Clerk at least 1 week prior to town meeting.	Fri., Oct 10
<ul style="list-style-type: none"> • Planning Board reports to Selectmen on zoning and scenic roads articles • Selectmen & Finance Committee finalize positions on Warrant articles 		Tue., Oct 14
<ul style="list-style-type: none"> • Powerpoint presentations to IT department 		Thurs, Oct 16, noon
Special Town Meeting		Mon., Oct 20, 7:30pm
Adjourned session, if needed		Tue., Oct 21
Adjourned session, if needed		Wed., Oct 22

Holidays in 2014

Labor Day: Monday, September 1

Rosh Hashana: Sunset September 24 – September 26

Yom Kippur: Sunset October 3 – October 5

Columbus Day: October 13