

TOWN OF WESTFORD

October 15, 2012 Special Town Meeting Timeline

Event	Notes	DATE
Warrant opens	BOS may announce warrant opening and closing date at same meeting.	Tue., June 12
Deadline to submit application for street acceptance to Planning Board with all supporting documentation	at least 90 days prior to Town Meeting and in conjunction with Planning Board meeting	Mon., July 16, 12:00 noon
<ul style="list-style-type: none"> Board-, committee-, and dept-sponsored warrant article submission deadline File documentation for zoning and scenic Rd bylaw amendments with Planning Department 	This gives time for the material to go into the BOS packets & for Planning Dept to prepare for public hearing notices. Day after Planning Board meeting for any zoning amendments. Warrant articles are forwarded to Counsel for review.	Tue., Aug 21, 3:00pm
Selectmen review proposed warrant articles		Tuesday, Aug 28
Planning Board public hearing notices to Westford Eagle	1 st published at least 2 weeks prior to hearing	Fri., Aug 31, 5:00pm
<ul style="list-style-type: none"> Warrant closes Petition article submission deadline 	Less confusion when petitions are due on warrant closing date.	Wed., Sept 5, 12:00pm
<ul style="list-style-type: none"> Selectmen review and sign warrant, review draft motions, hold public hearing for street layout plans, and review motions 		Tue., Sept 11
<ul style="list-style-type: none"> Planning Board opens public hearings on zoning and scenic roads articles 		Mon., Sept 17
Motion meeting	Typically a morning meeting	Tue., Sept 18
Selectmen take positions on warrant articles; finalize motions, and approve final wording of the post card mailing of warrant summary		Tue., Sept 25
<ul style="list-style-type: none"> Final motions are posted on Town's website 		Fri., Sept 28
<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 		Mon., Oct 1

Approved 5/8/2012

<ul style="list-style-type: none"> zoning and scenic roads articles Warrant posting deadline 		
<ul style="list-style-type: none"> Approved street layout plan is filed with Town Clerk Voter registration deadline, 8:00pm Powerpoint presentations to IT department 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 5
<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 9
<ul style="list-style-type: none"> Deadline to submit presentations for town meeting to IT Department 		Thurs, Oct 11, noon
Special Town Meeting		Mon., Oct 15, 7:30pm
Adjourned session, if needed		Tue., Oct 16
Adjourned session, if needed		Wed., Oct 17

Holidays in 2012

Ramadan begins: Friday, July 20

Labor Day: Monday, September 3

Rosh Hashana: Sunset September 16 – September 18

Yom Kippur: Sunset September 25 – September 27

Columbus Day: October 8