

**Town of Westford
Timeline
Annual Town Meeting Saturday, March 24, 2012
Continuing to March 26, 2012, if needed**

Wed. Sep. 7, 2011	Budget requests due
Thurs. Sep. 8, 2011	Budget meetings with Town Manager, Finance, and Department Heads
Fri. Sep. 16, 2011	Capital Planning Committee meetings with Library, Fire/Ambulance Enterprise
Fri. Sep. 23, 2011	Capital Planning Committee meetings with Police, Water Enterprise
Fri. Sep. 30, 2011	Capital Planning Committee meetings with Department Heads
Fri. Oct. 7, 2011	Capital Planning Committee meetings with Westford Public Schools
Fri. Oct. 14, 2011	Capital Planning Committee recommendations
Tues. Nov. 8, 2011	Town Manager submits FY13 Budget to Selectmen and Finance Committee
Thurs. Nov 10, 2011	7:00pm – Joint budget hearings (BOS/FinCom)
<i>Fri. Nov. 11, 2011</i>	<i>Veterans Day</i>
Thurs. Nov. 17, 2011	7:00pm – Joint budget hearings (BOS/FinCom)
<i>Thurs. Nov. 24, 2011</i>	<i>Thanksgiving</i>
Thurs. Dec. 1, 2011	7:00pm – Joint budget hearings (BOS/FinCom)
Thurs. Dec. 8, 2011	7:00pm – Joint budget hearings (BOS/FinCom)
Thurs. Dec. 15, 2011	FY13 Annual Town Meeting Warrant opens 7:00pm – Joint budget hearings (BOS/FinCom)

<i>Wed. Dec. 20, 2011</i>	<i>Chanukkah begins at sundown.</i>
Thurs. Dec. 22, 2011	Deadline for submittal of all street acceptance application materials to Planning Office and related town meeting petition article(s) to the Selectmen. (at least 90 days prior to Town Meeting)
Fri. Dec. 23, 2011	Deadline for submittal of nomination papers to for Presidential Primary
<i>Sun. Dec. 25, 2011</i>	<i>Christmas Day</i>
<i>Mon. Dec. 26, 2011</i>	<i>Kwanzaa begins</i>
<i>Sun. Jan. 1, 2012</i>	<i>New Year's Day</i>
Tues. Jan. 10, 2012	Board of Selectmen vote their <u>intention</u> to lay out a town way, refer the matter to the Planning Board for a non-binding recommendation. The Planning Board has 45 days after such reference in which to make its report, if any (per MGL Ch. 41, Sec. 81G & 81I)
<i>Mon. Jan. 16, 2012</i>	<i>Martin Luther King, Jr. Day</i>
Wed. Jan. 18, 2012	10:00am Non-petition articles due to the Town Manager's Office.
Thur. Jan. 19, 2012	First public hearing notice for Planning Board appears in the Eagle
Tues. Jan. 24, 2012	2:00pm Deadline for petition articles to be submitted to the Town Clerk's Office for certification of signatures. Annual Town Meeting Warrant closes.
Thur. Jan. 26, 2012	Second public hearing notice for Planning Board appears in the Eagle
Mon. Feb. 6, 2012	Planning Bd opens public hearings on zoning-related articles

Tues. Feb. 14, 2012	Selectmen decide order of warrant articles
Wed. Feb. 15, 2012	Voter registration and party enrollment deadline for Presidential Primary
<i>Mon. Feb. 20, 2012</i>	<i>Presidents Day</i>
Tues. Feb. 21, 2012	Planning Bd continues public hearings on zoning-related articles. Selectmen sign ATM warrant. (deadline to post warrant is March 16 th) – <i>If FinCom book deadline is March 5th, then this is the closest scheduled meeting to that date.</i>
Mon. Feb. 27, 2012	Notice of Selectmen's street acceptance public hearing mailed to land owners
Fri. March 2, 2012	8:00pm – Voter registration deadline for Annual Town Meeting
Mon. March 5, 2012	Finance Committee report is sent to printer
Tues. March 6, 2012	Presidential Primary
Fri. March 9, 2012	All reports & records to be voted on at town meeting to be available to the voters. (Bylaw Chapter 51.1.E)
Mon. March 12, 2012	Deadline for mailing Finance Committee report to voters (Bylaw Chapter 51.1.C.2 "at least 10 days before the meeting")
Tues. March 13, 2012	5:00pm - Deadline to submit nomination papers for the May 3 Town Election to the Town Clerk's Office for certification (7 weeks prior to election). Selectmen open street acceptance and layout public hearing. Selectmen review motions. Selectmen discuss wording and vote on any proposed ballot question(s).

Wed. March 14, 2012	Motions Meeting
Fri. March 16, 2012	Annual Town Meeting Warrant posted in Town Hall, post offices and the library and on the web Deadline to file approved street layout plan with the Town Clerk (<i>at least 7 days prior to Town Meeting per MGL Ch. 82, Sec. 22</i>)
Sat. March 24, 2012	10:00am – Annual Town Meeting begins in Abbot School gymnasium.
Mon. March 26, 2012	7:00pm – Annual Town Meeting continues in Abbot School gymnasium, if needed.
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Tues. March 27, 2012	4:00pm - Deadline for Selectmen to submit written notice of ballot question(s) to Town Clerk (MGL Ch.54:42C – at least 35 days prior to election)
<i>Fri. April 6, 2012</i>	<i>Good Friday</i> <i>Passover begins at sundown</i>
<i>Sun. April 8, 2012</i>	<i>Easter Sunday</i>
Tues. April 10, 2012	Selectmen sign annual town election warrant.
Wed. April 11, 2012	8:00pm - Voter registration and party enrollment change deadline for Annual Town Election.
<i>Mon, April 16, 2012</i>	<i>Patriots Day holiday</i>
Mon. April 23, 2012	Deadline to post annual town election warrant.
Tues. May 1, 2012	Annual Town Election