

TOWN OF WESTFORD

October 17, 2011 Special Town Meeting Timeline

Event	Notes	DATE
Warrant opens	BOS may announce warrant opening and closing date at same meeting.	Tue., June 14
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 18, 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 16, 3:00pm
Selectmen review proposed warrant articles		Tuesday, Aug 23
Planning Board public hearing notices to Westford Eagle	1 st published at least 2 weeks prior to hearing	Fri., Aug 26, 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 7, 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 13
<ul style="list-style-type: none"> Planning Board opens public hearings on zoning and scenic roads articles 		Mon., Sept 19
Motion meeting	Typically a morning meeting	Tue., Sept 20
Selectmen take positions on warrant articles; finalize motions, and approve final wording of the post card mailing of warrant summary		Tue., Sept 27
<ul style="list-style-type: none"> Final motions are posted on Town's website 		Fri., Sept 30
<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 3

Approved May 24, 2011

zoning and scenic roads articles • Warrant posting deadline		
• 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 7
• Planning Board reports to Selectmen on zoning and scenic roads articles • Selectmen & Finance Committee finalize positions on Warrant articles		Tue., Oct 11
Special Town Meeting		Mon., Oct 17, 7:30pm
Adjourned session, if needed		Tue., Oct 18
Adjourned session, if needed		Wed., Oct 19

Holidays

Ramadan begins: Monday, August 1

Labor Day: Monday, September 5

Rosh Hashana: Sunset September 28 – September 30

Yom Kippur: Sunset October 7 – October 8

Columbus Day: October 10

Amended