

Town of Westford

Annual Town Meeting Timeline

Saturday, March 25, 2017

Continuing to Monday, March 27, 2017, if needed

Mon. Aug. 29, 2016	Budget requests due
Tues. Sept. 6, 2016	12:00 noon: Petition articles for Special Town Meeting due
<i>Mon. Oct. 10, 2016</i>	<i>Columbus Day observed</i>
Mon. Oct. 17, 2016	Special Town Meeting
Fri. Nov. 4, 2016	Capital Planning Committee Recommendations
<i>Fri. Nov. 11, 2016</i>	<i>Veterans Day</i>
Tues. Nov. 15, 2016	Town Manager presents FY17 Budget to Selectmen and Finance Committee
<i>Thurs. Nov. 24, 2016</i>	<i>Thanksgiving</i>
Thurs. Dec. 1, 2016	7:00pm: Joint budget hearing (BOS/FinCom)
Thurs. Dec. 8, 2016	7:00pm: Joint budget hearing (BOS/FinCom)
Tues. Dec. 13, 2016	Selectmen vote to open FY17 Annual Town Meeting Warrant
Thurs. Dec. 15, 2016	7:00pm: Joint budget hearing (BOS/FinCom)
Fri. Dec. 23, 2016	Deadline for submittal of all street acceptance application materials to Planning Office (at least 90 days prior to Town Meeting) in accordance with Westford Subdivision Rules & Regulations, Sec. 218-29.A.
<i>Sat. Dec. 24, 2016</i>	<i>Hanukkah begins at sundown</i>
<i>Sun. Dec. 25, 2016</i>	<i>Christmas Day</i>

- Mon. Dec. 26, 2016* *Kwanzaa begins*
- Sunday. Jan. 1, 2017* *New Year's Day*
- Tues. Jan. 3, 2017** Nomination papers for local elected offices are available at the Town Clerk's Office
- Fri. Jan. 6, 2017** **4:00pm:** CPC applications are due in the Accounting Office at Town Hall.
- Tues. Jan. 10, 2017** Board of Selectmen vote their intention 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).
- Wed. Jan. 11, 2017** **10:00am:** Non-petition articles due to the Town Manager's Office.
- Thurs. Jan. 12, 2017** **7:00pm:** Joint budget hearing (BOS/FinCom)
- Mon. Jan. 16, 2017* *Martin Luther King Day*
- Thurs. Jan. 19, 2017** **7:00pm:** Joint budget hearing (BOS/FinCom)
- Tues. Jan. 24, 2017** **2:00pm:** Deadline for **petition articles** to be submitted to the Town Clerk's Office for certification of signatures.
- BOS votes to close the Annual Town Meeting Warrant (per Town Bylaw Ch. 51.1.D.).
- Thurs. Jan. 26, 2017** **7:00pm:** Joint budget hearing (BOS/FinCom), if needed.
- Thur. Feb. 9, 2017** First public hearing notice for Planning Board appears in the Eagle.
- Tues. Feb. 14, 2017** **Selectmen set order of warrant articles.**
- Wed. Feb. 15, 2017** Department Head meeting

- Thur. Feb. 16, 2017** Second public hearing notice for Planning Board appears in the Eagle.
- Mon. Feb. 20, 2017** *Presidents Day*
- Tues. Feb. 21, 2017** Notice of Selectmen's street acceptance public hearing mailed to land owners.
- Tues. Feb. 28, 2017** Selectmen sign ATM warrant. (deadline to post warrant is March 18th) – *FinCom book deadline is March 1st.*
- Selectmen review motions
- Wed. March 1, 2017** Deadline for material to be included in FinCom book
- Fri. March 3, 2017** **8:00pm:** Voter registration deadline for Annual Town Meeting.
- Mon. March 6, 2017** Planning Board opens public hearings on zoning-related articles.
- Fri. March 10, 2017** Deadline to post Annual Town Meeting Warrant in Town Hall, post offices, the library and on the web.
- Deadline to file approved street layout plan with the Town Clerk (*at least 14 days prior to Town Meeting per General Bylaws Ch. 51*).
- Mon. March 13, 2017** Deadline for mailing Finance Committee report to voters (Bylaw Chapter 51.1.C.2 "at least 10 days before the meeting").
- Tues. March 14, 2017** **5:00pm:** Deadline to submit nomination papers for the May 2nd Town Election to the Town Clerk's Office for certification (7 weeks prior to election).
- All reports and records to be voted on at town meeting to be available to the voters. (Bylaw Chapter 51.1.E)

Selectmen open street acceptance and layout public hearing.

Selectmen discuss wording and vote on any proposed ballot question(s).

Deadline to file nomination papers at the Town Clerk's Office.

Wed. March 15, 2017 Motions Meeting

Mon. March 20, 2017 Planning Board continues public hearings on zoning-related articles.

Finance Committee report is sent to printer.

Sat. March 25, 2017 **10:00am:** Annual Town Meeting begins in Abbot School gymnasium.

Mon. March 27, 2017 **7:00pm:** Annual Town Meeting continues in Abbot School gymnasium, if needed.

Tues. March 28, 2017 **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).

Mon. April 10, 2017 *Passover begins at sundown*

Thur. April 13, 2017 Selectmen sign Annual Town Election warrant.

Wed. April 12, 2017 **8:00pm:** Voter registration and party enrollment change deadline for Annual Town Election.

Fri. April 14, 2017 *Good Friday*

Sun. April 16, 2017 *Easter Sunday*

Mon, April 17, 2017? *Patriots Day holiday*

Mon. April 24, 2017 Deadline to post Annual Town Election warrant.

Tues. May 2, 2017 Annual Town Election