

Town of Westford

Annual Town Meeting Timeline (amended 1-23-2018)

Saturday, March 24, 2018

Continuing to Monday, March 26, 2018, if needed

Fri. Nov. 3, 2017	Capital Planning Committee Recommendations
<i>Thurs. Nov. 23, 2017</i>	<i>Thanksgiving</i>
Tues. Nov. 28, 2017	Town Manager presents FY19 Budget to Selectmen and Finance Committee
Thurs. Nov 30, 2017	7:00pm: Joint budget hearing (BOS/FinCom)
Thurs. Dec. 7, 2017	7:00pm: Joint budget hearing (BOS/FinCom)
<i>Tues. Dec. 12, 2017</i>	<i>Hanakkuh begins at sundown</i>
Thurs. Dec. 14, 2017	7:00pm: Joint budget hearing (BOS/FinCom)
Tues. Dec. 19, 2017	Selectmen vote to open FY19 Annual Town Meeting Warrant
Fri. Dec. 22, 2017	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>Mon. Dec. 25, 2017</i>	<i>Christmas Day</i>
<i>Tues. Dec. 26, 2017</i>	<i>Kwanzaa begins</i>
<i>Mon. Jan. 1, 2018</i>	<i>New Year's Day</i>

- Tues. Jan. 2, 2018** Nomination papers for local elected offices are available at the Town Clerk's Office
- Tues. Jan. 9, 2018** 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. 10, 2018** **10:00am:** Non-petition articles due to the Town Manager's Office.
- Thurs. Jan. 11, 2018** **7:00pm:** Joint budget hearing (BOS/FinCom)
- Fri. Jan. 12, 2018** **4:00pm:** CPC applications are due in the Accounting Office at Town Hall.
- Mon. Jan. 15, 2018* *Martin Luther King Day*
- Thurs. Jan. 18, 2018** **7:00pm:** Joint budget hearing (BOS/FinCom)
- Tues. Jan. 23, 2018** **2:00pm:** Deadline for **petition articles** to be submitted to the Town Clerk's Office for certification of signatures.
- BOS may vote to close the Annual Town Meeting Warrant (per Town Bylaw Ch. 51.1.D.).
- Thurs. Jan. 25, 2018** **7:00pm:** Joint budget hearing (BOS/FinCom), if needed.
- Fri. Feb. 9, 2018** First public hearing notice for Planning Board appears in the Eagle.
- Tues. Feb. 13, 2018** **Selectmen review warrant articles, set the order and take positions on the articles**
- Wed. Feb. 14, 2018** Department Head meeting
- Fri. Feb. 16, 2018** Second public hearing notice for Planning Board appears in the Eagle.

<i>Mon. Feb. 19, 2018</i>	<i>Presidents Day</i>
Tues. Feb. 20, 2018	Notice of Selectmen’s street acceptance public hearing mailed to land owners.
Tues. Feb. 27, 2018	Selectmen sign ATM warrant. (deadline to post warrant is March 16 th) – <i>FinCom book deadline is Feb 28th.</i> Selectmen review motions and continue to take positions on the warrant articles
Wed. Feb 28, 2018	Deadline for material to be included in FinCom book
Fri. March 2, 2018	Voter registration deadline for Annual Town Meeting
Mon. March 5, 2018	Planning Board opens public hearings on zoning-related articles. Deadline to file approved street layout plan with the Town Clerk (<i>at least 14 days prior to Town Meeting per General Bylaws Ch. 51</i>).
Mon. March 12, 2018	Deadline for mailing Finance Committee report to voters (Bylaw Chapter 51.1.C.2 “at least 10 days before the meeting”).
Tues. March 13, 2018	5:00pm: Deadline to submit nomination papers for the May 1 st 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).

- Wed. March 14, 2018** Motions Meeting
- Thurs. March 15, 2018** League of Women Voters Warrant Review
- Fri. March 16, 2018** **Deadline to post Annual Town Meeting Warrant in Town Hall, post offices, the library and on the web.**
- Mon. March 19, 2018** Planning Board continues public hearings on zoning-related articles.
- Sat. March 24, 2018** **10:00am:** Annual Town Meeting begins in Abbot School gymnasium.
- Mon. March 26, 2018** **7:00pm:** Annual Town Meeting continues in Abbot School gymnasium, if needed.
- Tues. March 27, 2018** **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).
- Fri. March 30, 2018* *Passover begins at sundown*
- Fri. March 30, 2018* *Good Friday*
- Sun, April 1, 2018* *Easter*
- Tues. April 10, 2018** Selectmen sign Annual Town Election warrant.
- Wed. April 11, 2018** **8:00pm:** Voter registration and party enrollment change deadline for Annual Town Election.
- Mon, April 16, 2018* *Patriots Day holiday*
- Mon. April 23, 2018** Deadline to post Annual Town Election warrant.
- Thurs. April 26, 2018 League of Women Voters Candidates Night

Tues. May 1, 2018

Annual Town Election