

TOWN OF WESTFORD

Monday, October 15, 2018 Special Town Meeting Timeline
Adjourned sessions October 16 & 17, if needed

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 (12 weeks 6 days) prior to Town Meeting and in conjunction with Planning Board meeting	Tues., July 17, 12:00 noon
<ul style="list-style-type: none"> Board-, committee-, and dept-sponsored warrant article submission deadline File documentation for zoning and scenic road bylaw amendments with Planning Department Selectmen hold public hearing for street layout plans 	Day after Planning Board meeting for any zoning amendments. Warrant articles are forwarded to Counsel for review.	Tue., Aug 21, 3:00pm
Planning Board public hearing notices to Westford Eagle	1 st published at least 2 weeks prior to hearing	Fri., Aug 24, 5:00pm
<ul style="list-style-type: none"> State Primary 		Tues., Sept 4
<ul style="list-style-type: none"> Warrant closes at 12:00pm Petition article submission deadline 		Tues., Sept 11 noon
<ul style="list-style-type: none"> Selectmen review proposed warrant articles, set warrant order, review draft motions 		Tue., Sept 11 th
<ul style="list-style-type: none"> Planning Board opens public hearings on zoning and scenic roads articles 		Mon., Sept 17
<ul style="list-style-type: none"> Selectmen sign STM warrant Selectmen take positions on warrant articles; finalize motions 		Tue., Sept 25
<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 zoning and scenic roads articles Warrant posting deadline 	Town Bylaw requirement: report available and warrant posted 2 weeks prior.	Mon., Oct 1
<ul style="list-style-type: none"> Motions meeting Town Manager finalizes warrant summary for postcard mailing 	Typically a morning meeting	Wed., Oct 3

Event	Notes	DATE
<ul style="list-style-type: none"> League of Women Voters Warrant Review 		Thurs, Oct 4
<ul style="list-style-type: none"> Approved street layout plan is filed with Town Clerk Voter registration deadline 8:00pm 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"> Power point presentations to IT department 		Thurs, Oct 11, noon
Special Town Meeting		Mon, Oct 15, 7:00 pm
Adjourned session, if needed		Tue, Oct 16, 7:00 pm
Adjourned session, if needed		Wed, Oct 17, 7:00 pm

Holidays in 2018

Labor Day: Monday, September 3

Rosh Hashana: Sunset September 9 – September 10

Yom Kippur: Sunset September 18 - September 19

Columbus Day: October 8