

TOWN OF WESTFORD

October 18, 2010 Special Town Meeting Timeline

| Event | Notes | DATE |
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| Warrant opens | BOS may announce warrant opening and closing date at same meeting. | Tuesday, July 13 |
| 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 | Monday, July 19, 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., August 17, 3:00pm |
| Selectmen review proposed warrant articles | | Tuesday, August 24 |
| Planning Board public hearing notices to Westford Eagle | 1 st published at least 2 weeks prior to hearing | Fri., August 27, 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 8, 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 | Selectmen don't typically meet on election days | Monday, Sept 13 (?) |
| State Primary (no public hearings per statute) | | Tue., September 14 |
| <ul style="list-style-type: none"> Planning Board opens public hearings on zoning and scenic roads articles | | Mon., September 20 |
| <ul style="list-style-type: none"> Town meeting-related reports & records are available online and at Town Clerk's office Final motions are posted on Town's website Warrant posting deadline Warrant notification is mailed to residents | | Fri., October 1 |
| Motions meeting | Typically a morning meeting | Mon., October 4 |

Approved 6-22-2010

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| Planning Board closes public hearings on zoning and scenic roads articles | | Mon., October 4 |
| Selectmen take positions on warrant articles; finalize motions, and approve final wording of the post card mailing of warrant summary | | Fri., October 8 |
| <ul style="list-style-type: none"> • 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., October 8 |
| <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., October 12 |
| Special Town Meeting | | Mon., Oct 18, 7:30pm |
| Adjourned session, if needed | | Tue., Oct 19 |
| Adjourned session, if needed | | Wed., Oct 20 |

Holidays

Ramadan begins: Wednesday, August 11

Labor Day: Monday, September 6

Rosh Hashana: Sunset September 8 – September 10

Yom Kippur: Sunset September 17 – September 18

Columbus Day: October 11