

**Town of Westford**

**Annual Town Meeting Timeline**

**Saturday, March 28, 2015**

Continuing to Monday, March 30, 2015, if needed

<b>Thu. Aug. 14, 2014</b>	Budget requests due
<i>Mon. Oct. 13, 2014</i>	<i>Columbus Day observed</i>
<b>Mon. Oct. 20, 2014</b>	Special Town Meeting
<b>Wed. Nov. 5, 2014</b>	Capital Planning Committee Recommendations
<i>Tues. Nov. 11, 2014</i>	<i>Veterans Day</i>
<b>Tues., Nov. 18, 2014</b>	<b>Town Manager presents FY16 Budget to Selectmen and Finance Committee</b>
<b>Thurs. Nov. 20, 2014</b>	<b>7:00pm:</b> Joint budget hearing (BOS/FinCom)
<i>Thurs. Nov. 27, 2014</i>	<i>Thanksgiving</i>
<b>Thurs. Dec. 4, 2014</b>	<b>7:00pm:</b> Joint budget hearing (BOS/FinCom)
<b>Tues. Dec. 9, 2014</b>	<b>Selectmen vote to open FY16 Annual Town Meeting Warrant</b>
<b>Thurs. Dec. 11, 2014</b>	<b>7:00pm:</b> Joint budget hearing (BOS/FinCom)
<i>Wed. Dec. 17, 2014</i>	<i>Hanukkah begins at sundown.</i>
<b>Thurs. Dec. 18, 2014</b>	<b>7:00pm:</b> Joint budget hearing (BOS/FinCom)
<i>Thurs. Dec. 25, 2014</i>	<i>Christmas Day</i>
<i>Fri. Dec. 26, 2014</i>	<i>Kwanzaa begins</i>
<i>Wed. Jan. 1, 2015</i>	<i>New Year's Day</i>
<b>Fri. Jan. 2, 2015</b>	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.

**Thurs. Jan. 8, 2015**      **7:00pm:** Joint budget hearing (BOS/FinCom)

**Tues. Jan. 13, 2015**      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. 14, 2015**      **10:00am:** Non-petition articles due to the Town Manager's Office.

**Thurs. Jan. 15, 2015**      **7:00pm:** Joint budget hearing (BOS/FinCom)

**Fri. Jan. 16, 2015**      **4:00pm:** CPC applications are due in the Accounting Office at Town Hall.

*Mon. Jan. 19, 2015*      *Martin Luther King Day*

**Thurs. Jan. 22, 2015**      **7:00pm:** Joint budget hearing (BOS/FinCom)

~~**Tues. Jan. 27, 2015**~~      **10:00am:** Deadline for petition articles to be submitted to the Town Clerk's Office for certification of signatures.  
The Selectmen voted on Jan. 29, 2015 to extend the deadline to Feb. 2, 2015, at 12:00 noon. Resulting from Town Hall being closing on Jan. 27, 2015 for a snow storm.

BOS votes to close the Annual Town Meeting Warrant closes (per Town Bylaw Ch. 51.1.D.).

**Thurs. Jan. 29, 2015**      **7:00pm:** Joint budget hearing (BOS/FinCom), if needed.

**Thur. Feb. 12, 2015**      First public hearing notice for Planning Board appears in the Eagle.

**Tues. Feb. 10, 2015**      Selectmen set order of warrant articles.

*Mon. Feb. 16, 2015*      *Presidents Day*

**Wed. Feb. 18, 2015**      Department Head mtg

**Thur. Feb. 19, 2015**      Second public hearing notice for Planning Board appears in the Eagle.

- Mon. Feb. 23, 2015** Notice of Selectmen's street acceptance public hearing mailed to land owners.
- Tues. Feb. 24, 2015** Selectmen sign ATM warrant. (deadline to post warrant is March 13<sup>th</sup>) – *FinCom book deadline is March 2<sup>nd</sup>.*
- Mon. March 2, 2015** Planning Bd opens public hearings on zoning-related articles.
- Wed. March 4, 2015** Motions Meeting
- Fri. March 6, 2015** **8:00pm:** Voter registration deadline for Annual Town Meeting.  
  
Finance Committee report is sent to printer.
- Tues. March 10, 2015**  
  
Selectmen open street acceptance and layout public hearing.  
  
Selectmen review motions.
- Fri. March 13, 2015** Annual Town Meeting Warrant posted in Town Hall, post offices and 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*).  
  
All reports & records to be voted on at town meeting to be available to the voters. (Bylaw Chapter 51.1.E)
- Mon. March 16, 2015** Planning Bd continues public hearings on zoning-related articles.  
  
Deadline for mailing Finance Committee report to voters (Bylaw Chapter 51.1.C.2 "at least 10 days before the meeting").

**Tues. March 17, 2015**     **5:00pm:** Deadline to submit nomination papers for the May 3 Town Election to the Town Clerk's Office for certification (7 weeks prior to election).

**Tues. March 24, 2015**     Selectmen discuss wording and vote on any proposed ballot question(s).

**Sat. March 28, 2015**     **10:00am:** Annual Town Meeting begins in Abbot School gymnasium.

**Mon. March 30, 2015**     **7:00pm:** Annual Town Meeting continues in Abbot School gymnasium, if needed.

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**Tues. March 31, 2015**     **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. April 3, 2015*             *Good Friday*

*Fri. April 3, 2015*             *Passover begins at sundown*

*Sun. April 5, 2015*             *Easter Sunday*

**Tues. April 14, 2015**     Selectmen sign annual town election warrant.

**Wed. April 15, 2015**     **8:00pm:** Voter registration and party enrollment change deadline for Annual Town Election.

*Mon, April 20, 2015*             *Patriots Day holiday*

**Mon. April 27, 2015**     Deadline to post annual town election warrant.

**Tues. May 5, 2015**             Annual Town Election