

TOWN OF WESTFORD

**Monday, October 19, 2015 Special Town Meeting Timeline  
Adjourned sessions October 20 & 21, if needed**

<b>Event</b>	<b>Notes</b>	<b>DATE</b>
Warrant opens	BOS may announce warrant opening and closing date at same meeting.	Tue., June 9
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 21, 12:00 noon
<ul style="list-style-type: none"> <li>• Board-, committee-, and dept-sponsored warrant article submission deadline</li> <li>• File documentation for zoning and scenic road bylaw amendments with Planning Department</li> </ul>	Day after Planning Board meeting for any zoning amendments. Warrant articles are forwarded to Counsel for review.	Tue., Aug 18, 3:00pm
Planning Board public hearing notices to Westford Eagle	1 <sup>st</sup> published at least 2 weeks prior to hearing	Fri., Aug 21, 5:00pm
Selectmen hold public hearing for street layout plans		Tues, Aug 25
<ul style="list-style-type: none"> <li>• <b>Warrant closes at 12:00pm</b></li> <li>• Petition article submission deadline</li> </ul>		Tuesday, Sept 8 <sup>th</sup> noon
<ul style="list-style-type: none"> <li>• Selectmen review proposed warrant articles, set warrant order, review draft motions</li> </ul>		Tue., Sept 8
<ul style="list-style-type: none"> <li>• Planning Board opens public hearings on zoning and scenic roads articles</li> </ul>		Mon., Sept 21
<ul style="list-style-type: none"> <li>• Selectmen take positions on warrant articles; finalize motions</li> </ul>		Tue., Sept 22
<ul style="list-style-type: none"> <li>• Motions meeting</li> <li>• Town Manager finalizes wording of warrant summary for postcard mailing</li> </ul>	Typically a morning meeting	Wed., October 7
<ul style="list-style-type: none"> <li>• Town meeting-related reports &amp; records are available online and at Town Clerk's office</li> <li>• Planning Board closes public hearings on zoning and scenic roads articles</li> <li>• Warrant posting deadline</li> </ul>	Town Bylaw requirement: report available and warrant posted 2 weeks prior.	Mon., Oct 5

<b>Event</b>	<b>Notes</b>	<b>DATE</b>
<ul style="list-style-type: none"> <li>• Approved street layout plan is filed with Town Clerk</li> <li>• Voter registration deadline, 8:00pm</li> <li>• Post card is mailed to residents</li> </ul>	Street layout plan must be filed with Town Clerk at least 1 week prior to town meeting.	Fri., Oct 9
<ul style="list-style-type: none"> <li>• Planning Board reports to Selectmen on zoning and scenic roads articles</li> <li>• Selectmen &amp; Finance Committee finalize positions on Warrant articles</li> </ul>		Tue., Oct 13
<ul style="list-style-type: none"> <li>• Powerpoint presentations to IT department</li> </ul>		Thurs, Oct 15, noon
Special Town Meeting		Mon., Oct 19, 7:30pm
Adjourned session, if needed		Tue., Oct 20
Adjourned session, if needed		Wed., Oct 21

Holidays in 2015

Labor Day: Monday, September 7

Rosh Hashana: Sunset September 13 – September 15

Yom Kippur: Sunset September 22 - September 23

Columbus Day: October 12