

2005 SPECIAL TOWN MEETING (STM) TIMELINE

Monday, February 7, 2005

Tues., Nov. 23, 2004	Selectmen open January STM Warrant
<i>Thurs., Nov. 25, 2004</i>	<i>Thanksgiving Day</i>
<i>Tues., Dec. 7, 2004</i>	<i>Hanukkah begins</i>
Tues. Dec. 7, 2004	East Boston Camps Global Use Committee (EBCGUC) meeting at Water Department
Thurs. Dec. 9, 2004	Deadline to submit comments from Cons.Com, Park & Recreation, Water Commission & Affordable Housing Committee
Tues., Dec. 14, 2004	4:00pm STM Warrant closes
Tues., Dec. 14, 2004	EBCGUC to make recommendations to BoS
Wed., Dec. 15, 2004	STM Warrant to Town Counsel for review
Mon., Dec. 20, 2004	Final STM Warrant back from Town Counsel
Tues., Dec. 21, 2004	Selectmen set Warrant
Thurs., Dec. 23, 2004	5:00pm Deadline to submit Planning Board public hearing notices to Westford Eagle (this date needs to be confirmed)
Thurs., Dec. 30, 2004	First Planning Board Public Hearing Notice appears in Westford Eagle (at least 14 days before hearing date)
Thurs., January 6, 2005	Second Planning Board Public Hearing Notice appears in Westford Eagle
Fri., January 7, 2005	Application due to CPC
Tues., January 11, 2005	Presentation of application to CPC
Wed., January 12, 2005	3:00pm – All draft motions due at the Town Manager's Office
Thurs., January 13, 2005	Draft motions sent to Town Counsel
<i>Mon., January 17, 2005</i>	<i>Martin Luther King, Jr.'s birthday (observed)</i>
Tues., January 18, 2005	Planning Board opens hearing on Zoning Articles (at least 21 days before STM if Planning Board does not submit a report with recommendation to Town Meeting)
Tues., January 18, 2005	Final Motions back from Town Counsel

FINAL
December 1, 2004

- Tues., January 18, 2005** Recommendation made by Community Preservation Committee
- Thurs., January 20, 2005** Send STM notice to printer
- Fri., January 21, 2005** Special Town Meeting Warrant posted (Bylaw Ch 51.2.C.1) – at least 14 days before STM
- Fri., January 21, 2005** Review of final motions and meeting process with Town Counsel, BOS Chair, Moderator, FinCom Chair, Town Manager, Asst. Town Manager, Finance Director & Town Clerk.
- Tues., January 25, 2005** Selectmen begin taking positions on Warrant Articles
- Wed. January 26, 2005** FinCom takes positions on Articles
- Fri., January 28, 2005** Deadline for mailing STM notice to voters (Bylaw Ch 51.21.C.2) – at least 10 days prior to STM
- Fri., January 28, 2005** 8:00 pm: Voter registration deadline for STM
- Tues., February 1, 2005** Selectmen review motions and finish taking positions on articles. Planning Board presents public hearing results on zoning-related articles to the Board of Selectmen.
- Mon., February 7, 2005** **Special Town Meeting**
- Tues., February 15, 2005** **Snow Date: Special Town Meeting (this date should be posted in the warrant as well)**