

## Annual Town Meeting 2023 Timeline

<b>Tuesday, December 6, 2022</b>	<b>The Select Board vote to hold a Annual Town Meeting (ATM) on Monday, May 15, 2023 at 7:00 PM at the Fowler School Auditorium</b>
<b>Wednesday, December 7, 2022</b>	<b>Select Board via (Town Administrator) gives notice to all Town Agencies, Town Officers and Chairpersons of Multiple Member Committees</b> <i>Deadline imposed by the Town Administrator (Charter is silent on this notification for ATM/STM)</i>
<b>Tuesday, February 28, 2023</b>	<b>Deadline for submittal of all Draft Warrant Articles to Select Board by Town Agencies, Boards and Committees</b> ( <i>Funding amounts and sources required</i> ) - <i>Deadline imposed by the Town Administrator</i>
<b>Friday, March 10, 2023</b>	<b>Select Board publishes notice of the calling of Annual Town Meeting</b> <i>Maynard Town Charter, Section 2-5: SB to publish notice at least 60 days prior to ATM</i>
<b>Friday, March 10, 2023</b>	<b>Deadline for submittal of all Citizens Petition Warrant Articles for ATM; referred to FinCom upon receipt</b> <i>Maynard Town Charter Section 2-7 C.2: Citizens Petitions must be received at least 60 days prior to ATM</i>
<b>Tuesday, April 11, 2023</b>	<b>FinCom recommendations, comments and reports due for ATM</b> <i>Must be done before SB approves ATM Warrant</i>
<b>Tuesday, April 18, 2023</b>	<b>Select Board vote to approve ATM Warrant</b> <i>Last meeting before publishing deadline</i>
<b>Thursday, April 20 2023</b>	<b>ATM Warrant to be printed (xxx copies)</b> <i>Printing deadline (earliest time available after printing of ATM)</i>
<b>Saturday, April 29, 2023</b>	<b>Annual Town Meeting Warrants mailed to all houses holds</b>
<b>Monday, May 1, 2023</b>	<b>PowerPoint Slides are Due to the TA/SB Office</b>
<b>Monday, May 8, 2023</b>	<b>Finance Committee Holds Public Hearing</b>
<b>Wednesday, May 4, 2023</b>	<b>Post Meeting Notice of ATM</b> <i>Town of Maynard By-Laws, Section 1A: Town Meeting shall be notified by posting an attested copy of the warrant calling the same, one at the Post Office, and at each of the ten (10) other public places in Town, seven (7) days at least before the day appointed for said meeting</i>
<b>Tuesday, May 9, 2023</b>	<b>Prep Meeting for Annual Town Meeting Moderator - Finance - SB - TA - Town Clerk and Anyone Sponsoring Articles should attend in room 201 at Town Hall TBA or ZOOM</b>
<b>Monday, May 15, 2023</b>	<b>Annual Town Meeting - Fowler School Auditorium</b>