

Annual Town Meeting 2025 Timeline

Tuesday, December 17, 2024	The Select Board vote to hold the Annual Town Meeting (ATM) on Monday, May 19, 2025 at 7:00 PM at the Fowler School Auditorium <i>Date determined in By-Laws Chapter 1, Section 6: The Annual Town Meeting to make appropriations for the ensuing year and act upon other business as may properly be considered shall be held on the third Monday of May of each year not earlier than 7:00 P.M.</i>
Tuesday, December 17, 2024	The Select Board vote to hold the Annual Election, including override vote, on Tuesday, May 6, 2025 at 7:00 AM until 8:00 PM at the Fowler School Auditorium <i>Date determined in By-Laws Chapter 1, Section 6: An Annual Town Election for the election of town officers (refer to Section 3-1(a) of the Town Charter for a listing of elected Town Officers) and for voting on all other matters to be determined by ballot shall be held on the first Tuesday of May of each year.</i>
Wednesday, December 18, 2024	Select Board via (Town Administrator) gives notice to all Town Agencies, Town Officers and Chairpersons of Multiple Member Committees <i>Deadline imposed by the Town Administrator (Charter is silent on this notification for ATM/STM)</i>
Tuesday, January 7, 2025	The Select Board consider approval of the Performance Recognition Program
Friday, February 7, 2025	Deadline for Annual Town Report submissions from all Departments, Boards, Committees, and Commissions, and Task Forces <i>Deadline imposed by the Town Administrator's Office to facilitate the By-Law mandate in Chapter 1, Section 7, that the Annual Town Report be "printed and made available on or before the first Monday of May of each year," and "Acted upon, " at the Annual Town Meeting.</i>
Friday, February 14, 2025	Deadline for submission of placeholder Draft Warrant Articles (i.e. preliminary drafts, outlines, etc.) to the Select Board office by Town Agencies, Boards and Committees <i>Deadline imposed by the Town Administrator</i>
Friday, February 28, 2025	Deadline for submittal of all Draft Warrant Articles to Select Board office by Town Agencies, Boards and Committees (Funding amounts and sources required) - Deadline imposed by the Town Administrator
Friday, March 14, 2025	Select Board publishes notice of the calling of Annual Town Meeting <i>Maynard Town Charter, Section 2-5: SB to publish notice at least 60 days prior to ATM</i>
Thursday, March 20, 2025	Deadline for submittal of all Citizens Petition Warrant Articles for ATM; referred to FinCom upon receipt <i>Maynard Town Charter Section 2-7 C.2: Citizens Petitions must be received at least 60 days prior to ATM</i>
Tuesday, April 1, 2025	Select Board vote to approve local election warrant, including override vote, for Town Clerk, Tuesday, May 6, 2025 at 7:00 AM until 8:00 PM at the Fowler School Auditorium
Thursday, April 10, 2025	FinCom recommendations, comments and reports due for ATM <i>Must be done before SB approves ATM Warrant</i>
Tuesday, April 15, 2025	Select Board vote to approve ATM Warrant; Layout Hearing at Select Board Meeting for the taking of Wisteria Lane <i>Last meeting before publishing deadline</i>
Monday, April 21, 2025	Deadline to submit candidates for the Performance Recognition Program
Wednesday, April 23, 2025	ATM Warrant to be submitted for printing (xxx copies) <i>Printing deadline (earliest time available after printing of ATM)</i>
Friday, May 2, 2025	Annual Town Meeting Warrants mailed to all houses holds <i>Town of Maynard By-Laws, Chapter 1, Section 1: The Warrant for the Annual Town Meeting, and any and all Special Town Meetings, shall be printed in a local publication or delivered to each household, at the discretion of the Select Board, and made available at the Town Building and Post Office at least 14 days prior to the meeting. The Warrant shall state the time and place at which the meeting is to convene and, by separate articles, the subject matter to be acted upon.</i>
Monday, May 5, 2025	PowerPoint Slides are Due to the TA/SB Office
Tuesday, May 6, 2025	Date of Local Election, Tuesday, May 6, 2025 at 7:00 AM until 8:00 PM at the Fowler School Auditorium
Monday, May 12, 2025	Performance Recognition Program awardees selected by the the selection group. Prepare award citations for awardees.
Monday, May 12, 2025	Finance Committee Holds Public Hearing <i>Maynard Town Charter, Section 2-3(b)(1): The finance committee shall hold one or more public hearings to permit public discussion of the subject matter of all articles contained in the warrant.</i>
Monday, May 12, 2025	Post Meeting Notice of ATM <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>
Monday, May 12, 2025	Prep Meeting for Annual Town Meeting Moderator - Finance - SB - TA - Town Clerk and Anyone Sponsoring Articles should attend via ZOOM
Monday, May 19, 2025	Annual Town Meeting - Fowler School Auditorium