

Special Town Meeting 2025 Timeline - Maynard

Tuesday, July 15, 2025	The Select Board vote to hold a Special Town Meeting (STM) Monday, October 27, 2025 at 7:00 PM at the Fowler School Auditorium
Wednesday, July 16, 2025	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 STM)</i>
Monday, August 11, 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>
Monday, August 25, 2025	Deadline for submittal of all Draft Warrant Articles to Select Board by Town Agencies, Boards and Committees (<i>Funding amounts and sources required</i>) - <i>Deadline imposed by the Town Administrator</i>
Monday, September 1, 2025	Town Administrator Office Submits legal ad notice to local paper for publication the following week <i>Satisfies 45 day notice requirement in the item below</i>
Friday, September 12, 2025	Select Board publishes notice of the calling of Special Town Meeting <i>Maynard Town Charter, Section 2-5: SB to publish notice at least 45 days prior to STM</i>
Tuesday, September 16, 2025	Select Board vote to approve STM Warrant <i>Last meeting before publishing deadline</i>
Friday, September 19, 2025	FinCom recommendations, comments and reports due for STM <i>Must be done before SB approves STM Warrant</i>
Friday, September 26, 2025	Deadline for submittal of all Citizens Petition Warrant Articles for STM; referred to FinCom upon receipt <i>Maynard Town Charter Section 2-7 C.2: Citizens Petitions must be received at least 30 days prior to STM</i>
Wednesday, October 1, 2025	STM Warrant to be printed (xxx copies) <i>Deadline to submit final copy of STM warrant to the printing company</i>
Friday, October 10, 2025	Special Town Meeting Warrants mailed to all house 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, October 20, 2025	Finance Committee public hearing for the warrant articles
Monday, October 20, 2025	Post Meeting Notice of STM <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, October 20, 2025	PowerPoint Slides are Due to the TA/SB Office
Monday, October 20, 2025	Prep Meeting for Special Town Meeting Moderator - Legal - Finance - SB - TA - Town Clerk and Anyone Sponsoring Articles, Virtual Meeting
Monday, October 27, 2025	Special Town Meeting - Fowler School Auditorium