

**Timelines for the Annual and Spring Special Town Meetings 2015**

<b>Tuesday, January 20, 2015</b>	<b>Board of Selectmen vote to hold the Annual Town Meeting and the Special Town Meeting on May 18th at 7:00pm at the Fowler Middle School Auditorium.</b>
<b>Wednesday, January 21, 2015</b>	<b>Board of Selectmen (Town Administrator) gives notice to all Town Agencies, Town Officers and Chairpersons of Multiple Member Committees.</b> <i>Deadline imposed by Town Administrator (Charter is silent on this notification for ATM)</i>
<b>Thursday, March 12, 2015</b>	<b>Deadline for submittal of all draft warrant articles for ATM and STM to Board of Selectmen by Town Agencies, Boards and Committees (Funding amount and source required).</b> <i>Deadline imposed by Town Administrator to allow for legal review (Charter allows <u>all</u> articles 45 days prior to ATM)</i>
<b>Monday, March 30, 2015</b>	<b>Refer Warrant Article information to FinCom and Town Counsel for review for ATM.</b> <i>Town of Maynard By-Laws, Chapter 1, Section 3 - Selectmen to submit articles to FinCom at least 10 days before printing Warrant.</i>
<b>Thursday, April 2, 2015</b>	<b>Board of Selectmen publishes notice of the calling of Special Town Meeting.</b> <i>Section 2-5 Maynard Town Charter: BOS to publish notice at least 45 days prior to STM (April 2nd is Beacon deadline)</i>
<b>Friday, April 3, 2015</b>	<b>Deadline for submittal of Citizens Petition Warrant Articles ATM; referred to FinCom upon receipt.</b> <i>Section 2-7 C.1 Maynard Town Charter: Citizens Petitions must be received at least 45 days prior to ATM.</i>
<b>Monday, April 6, 2015</b>	<b>FinCom recommendations, comments and reports due for ATM.</b> <i>Must be done before BOS approves ATM Warrant</i>
<b>Tuesday, April 7, 2015</b>	<b>Board of Selectmen vote to approve Annual Town Meeting Warrant.</b> <i>Last meeting before printing deadline (April 15th -Mail house needs 5 days to print job)</i>
<b>Wednesday, April 15, 2015</b>	<b>Annual Town Meeting Warrant to emailed to the Mail House</b> <i>Mail house needs 5 days to turn around job</i>
<b>Tuesday, April 21, 2015</b>	<b>Deadline for submittal of Citizens Petition Warrant Articles STM; referred to FinCom upon receipt.</b> <i>Section 2-7 C.2 Maynard Town Charter: Citizens Petitions must be received at least 30 days prior to ATM.</i>
<b>Tuesday, April 21, 2015</b>	<b>FinCom recommendations, comments and reports due for STM.</b> <i>Must be done before BOS approves STM Warrant.</i>
<b>Tuesday, April 21, 2015</b>	<b>Board of Selectmen vote to approve Special Town Meeting Warrant.</b> <i>Last meeting before Beacon deadline before publishing deadline.</i>
<b>Friday, April 24, 2015</b>	<b>Annual Town Meeting Warrant to be mailed to every household</b> <i>Must be dropped at Post Office 5 business days before May 1st.</i>
<b>Friday, April 24, 2015</b>	<b>Special Town Meeting Warrant to be printed</b> <i>Printing deadline (Earliest time available after printing of ATM)</i>
<b>Thursday, April 30, 2015</b> (not required for ATM)	<b>Annual Town Meeting Warrant published in Beacon.</b> <i>Town of Maynard By-Laws, Chapter 1, Section 1 - The Warrant for the Annual Town Meeting, shall be printed in a local publication or delivered to each household, at the discretion of the Board of Selectmen, 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>
<b>Friday May 8, 2015</b>	<b>Post Meeting Notice of Annual Town Meeting and Special Town Meeting</b> <i>Town Bylaw, 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>Monday May 11, 2015</b>	<b>Finance Committee Public Hearing - Meeting</b>
<b>Monday May 18, 2015</b>	<b>Annual / Special Town Meeting</b>