

2018 SPECIAL TOWN MEETING SCHEDULE

Schedule for fall STM to begin on TUESDAY, NOVEMBER 13, 2018

August 6	VOTE TO CALL SPECIAL TOWN MEETING AND OPEN WARRANT: The Board of Selectmen will vote on Monday August 6 th to call a Special Town Meeting for Tuesday November 13, 2018 and to open the warrant for at least seven days beginning Wednesday, August 22, 2018 at 8:30 am.
August 8	NOTICE: Notice of the Board's action will be sent to all Town boards and committees. Per Town Code Chapter 36: 1) Within 48 hours of calling a Special Town Meeting, notice of the closing date of the warrant shall be posted at the Town Building, at the public library in Wayland Center, at the Cochituate Fire Station or Cochituate Post Office and at the Happy Hollow School; and 2) Prior to the closing of the warrant, notice of the time and place of the Special Town Meeting shall be published in the Wayland Town Crier and will also be posted at the above locations.
August 20	PETITIONERS' WORKSHOP: The Board of Selectmen will conduct an information session for individuals considering submission of petitioned articles. Please see separate information sheet on the warrant article process for petitioners.
August 20	BOARD VOTE ON ARTICLES: Date by which the Board of Selectmen will vote to approve and submit any articles it wishes to sponsor.
August 20	PLANNING BOARD: The Planning Board meets with the Board of Selectmen on zoning articles and provides the timeline for the Planning Board's hearings and provides the date by which the Board of Selectmen must vote to refer articles back to the Planning Board.
August 22	WARRANT OPENING: Warrant opens Wednesday, August 22, 2018 at 8:30 a.m. and closes Thursday August 30, 2018 at 4:30 p.m. Articles must be submitted in complete form with all exhibits to the Office of the Board of Selectmen and will be stamped with the date and time received. Articles must be signed by the chair of the sponsoring board or committee or its designee, as authorized by a vote of each public body. (Please refer to additional information for submission and preparation of articles by public bodies of the town and by petitioners.)
August 30	WARRANT CLOSING: Last day at 4:30 pm for article sponsors and petitioners to submit articles to the Board of Selectmen's Office for Special Town Meeting.
August 31	DISTRIBUTION OF ARTICLES: Articles will be draft ordered by the Town Administrator and distributed to each member of the Board of Selectmen and the Finance Committee, and to the Moderator, Town Clerk and Town Counsel and will be posted to the Town Meeting page of the website.
September 5	FINANCE COMMITTEE SPECIAL TOWN MEETING ARTICLE WORKSHOP: Per Town Code, Chapter 19 – 3, the Finance Committee meets with all parties proposing or commenting on all Special Town Meeting articles. The Chair of the Finance Committee will contact the Board of Selectmen's Office to arrange for public notice of this meeting.
September	SELECTMEN BEGIN ARTICLE REVIEW AND VOTES TO INCLUDE ARTICLES IN WARRANT: Through October 19 th , the Board of Selectmen will: 1) include

Note – Dates not required by Massachusetts General Laws and Town Code are subject to change.

discussion about proposed articles on every agenda, 2) will vote on whether to include articles in the warrant, 3) will vote on the order the articles will appear in the warrant, and 4) will consider a vote on the Board's position on each article.

September 14	TOWN COUNSEL REVIEW OF ARTICLE TEXT: Approximate date by which Town Counsel completes review of submitted articles and any re-drafting of the text of each article, providing the article text in final form. Article text is then transmitted in PDF by the Town Administrator to each Article Sponsor and to the Chairs of the Board of Selectmen and Finance Committee for distribution as appropriate.
September 14	SPONSOR'S REPORT: Date by which any governmental body or lead petitioner sponsoring an article may submit to the Office of the Board of Selectmen a 150 word report which will be included in the Warrant only if the Finance Committee also provides comment.
October 1	PERMANENT MUNICIPAL BUILDING COMMITTEE REPORT: Date by which reports are requested to the Board of Selectmen from the PMBC about the status of any capital projects assigned to the PMBC.
October 9	PLANNING BOARD REPORT: Deadline by which the Planning Board must vote to approve and submit to the Board of Selectmen's Office the Planning Board's approved report on zoning articles.
October 12	FINANCE COMMITTEE DEADLINE (<u>12:30 pm, close of business</u>) FOR SUBMISSION, THROUGH ITS CHAIR, TO THE BOARD OF SELECTMEN'S OFFICE ALL FINANCE COMMITTEE REPORTS ON SPECIAL TOWN MEETING ARTICLES - No changes will be made after this date.
October 12	MODERATOR'S RULES: All changes are due from Moderator by this date.
October 19	WARRANT COMPLETED: Date by which the compilation of the warrant is completed. The final Warrant is scanned, posted on the website and delivered to the members of the Board of Selectmen, the Moderator, the Chair of the Finance Committee, the Town Clerk, Town Counsel and the Finance Director. <u>Warrant sent to printer.</u>
October 26	MOTIONS COMPLETED AND POSTED: A motion on each article is drafted by the Town Administrator and reviewed and finalized by this date by Town Counsel and provided to the Chair of the Board of Selectmen who will distribute to the Town Clerk, Moderator, Finance Committee Chair and article sponsors. Draft motions provided by Town Counsel must be posted on the website for public review and marked with the date of the draft.
October 29	WARRANT SIGNED: The Board of Selectmen will meet to vote to sign the Warrant.
October 30	WARRANT POSTED: Date by which the Warrant will be posted at locations listed above and deadline for mailing of the Warrants to all households. (Town Code 36-2A, MGL c. 39, s. 10 - No later than 14 days before STM)

November 1	PRE-HEARING PLANNING: On or about this date, the Chair of the Board of Selectmen meets with Town Counsel, the Town Administrator, the Moderator, and the Town Clerk to review motions on each article before the 11/5/18 Warrant hearing.
November 1	LEAGUE OF WOMEN VOTERS ISSUES FORM ON SPECIAL TOWN MEETING
November 2 by 8:00 p.m.	VOTER REGISTRATION DEADLINE: Last day before Town Meeting to register to vote. (This date is scheduled no earlier than 10 days before STM).
November 5	WARRANT HEARING: The Board of Selectmen will convene a hearing to review the Warrant and each article. In addition to the general public, Article Sponsors, the Moderator, Town Counsel and the Town Clerk are invited to participate. The Board of Selectmen will also review motions on each article. The Office of the Board of Selectmen will provide at least 10 days advance notice of the Warrant Hearing to the public.
November 7	DEADLINE FOR SUBMISSION OF SLIDES: Any illustrative slides will be submitted to the Assistant Town Administrator who will submit them to the Moderator for approval to show at Town Meeting. (See Town Moderator's requirements for slides)
November 13	FINAL PREPARATIONS: Moderator's instructions to tellers and list of non-resident employees provided to Moderator and Town Clerk. Warrants, final errata sheets and supplemental material prepared, printed and delivered to Town Meeting site for distribution.
November 13	SPECIAL TOWN MEETING, TUESDAY 7:00 PM WAYLAND HIGH SCHOOL
November 20	MODERATOR'S FEEDBACK SESSION: Location and time to be decided.

OTHER IMPORTANT DATES:

Monday 9/3/18	LABOR DAY
Tuesday 9/4/18	STATE PRIMARY
Monday 9/10/18	ROSH HASHANAH
Tuesday 9/11/18	ROSH HASHANAH
Wednesday 9/19/18	YOM KIPPUR (from Tuesday 9/18 sundown)
Tuesday 10/2/18	SPECIAL ELECTION (MARIJUANA)
Monday 10/8/18	COLUMBUS DAY
Tuesday 11/6/18	GENERAL ELECTION
Sunday 11/11/18	VETERANS DAY (CLOSED MONDAY 11/12/18)

OTHER DATES THAT MAY BE SET BY THE BOARD OF SELECTMEN:

Dates for Board of Selectmen to schedule any additional Special Town Meetings.

MEETINGS AND OFFICIAL ACTIONS WHICH REQUIRE SPECIAL NOTICE TO THE PUBLIC INCLUDING BUT MAY NOT BE LIMITED TO FOLLOWING :

Petitioners Workshop, Date of Town Meeting, Opening and Closing of the Warrant, Finance Committee Article Workshop, Board of Selectmen Warrant Article Hearing, Special Election, Planning Board Hearings on zoning articles, and budget presentations by Town Administrator and Finance Committee, Moderator's Feedback Session