



January 20, 2016

To All Citizens of the Town of Maynard and Other Interested Parties:

Please be advised that the Maynard Board of Selectmen, acting at their January 19, 2016 Board of Selectmen's meeting voted five to zero: "To set the date and time of the Annual and Special Town Meetings as 7:00 PM. on Monday, May 16, 2016 respectively and to designate the Fowler School Auditorium on Tiger Drive as the location for the Annual and Special Town Meetings."

Citizen's petitions must be submitted with the question presented at the top of each side of the signature page. They must be submitted to the Town Clerks Office and certified by the Town Clerk in order to be included on the warrant.

The deadline for submission of Citizens Petition Articles for the Annual Town Meeting is 12:00 noon Friday April 1, 2016 and for Special Town meeting Petition April 1, 2016 for Special Petition Articles (Per Charter, at least 45 days prior to the town meeting for annual town meeting and at least 45 days on special town meeting).

Sincerely,

A handwritten signature in black ink that reads "Kevin Sweet". The signature is written in a cursive style with a large initial "K".

Kevin Sweet  
Town Administrator

## Annual and Special Town Meeting 2016 Timeline

Tuesday, January 19, 2016	The Board of Selectmen vote to hold Annual and Special Town Meeting (ATM & STM) on Monday, May 16, 2016 respectively at 7:00PM at the Fowler School Auditorium
Wednesday, January 20, 2016	Board of Selectmen (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 &amp; STM)</i>
Thursday, March 31, 2016	Board of Selectmen publishes notice of the calling of Annual & Special Town Meeting <i>Maynard Town Charter, Section 2-5: BOS to publish notice at least 45 days prior to ATM &amp; STM (March 31st is Beacon deadline)</i>
Friday, April 1, 2016	Deadline for submittal of all Draft Warrant Articles to Board of Selectmen by Town Agencies, Boards and Committees ( <i>Funding amounts and sources required</i> ) - <i>Deadline imposed by the Town Administrator</i>
Friday, April 1, 2016	Deadline for submittal of all Citizens Petition Warrant Articles for ATM & STM; referred to FinCom upon receipt
Monday, April 4, 2016	FinCom recommendations, comments and reports due for ATM & STM <i>Must be done before BOS approves ATM &amp; STM Warrant</i>
Tuesday, April 5, 2016	Board of Selectmen vote to approve ATM & STM Warrant <i>Last meeting before Beacon-Villager publishing deadline</i>
Thursday, April 26, 2016	ATM & STM Warrant to be printed (5000) <i>Printing deadline (earliest time available after printing of ATM &amp; STM)</i>
Thursday, April 28, 2016	STM Warrant published in Beacon-Villager <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 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>
Monday, May 9, 2016	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 May 16, 2016	Annual & Special Town Meeting

## Annual Town Meeting 2016 Timeline

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Monday May 16, 2016	<b>Annual &amp; Special Town Meeting</b>