**TOWN MEETING AND ELECTION CALENDAR for FY20**

**(Annual Town Meeting May 6, 2019 & Annual Town Election May 13, 2019)**

October 30, 2018 **BUDGET PACKETS DISTRIBUTED TO DEPARTMENTS**

**(Town Administrator, Town Accountant and Town Treasurer)**

November 21, 2018 **CAPITAL REQUESTS - DUE to TOWN ADMINISTRATOR**

Then forwards to the Capital Planning Committee

November 21, 2018 **BUDGETS & ARTICLES - DUE to TOWN ADMINISTRATOR**

Then forwards to Town Accountantand Town Treasurer

November 28, 2018 **BUDGETS AND ARTICLES SUBMITTED**

To Board of Selectmen and Advisory Committee

 **(Town Administrator)**

February 6, 2019 **LAST day to HOLD ALL HEARINGS related to ALL ARTICLES**

**On ATM WARRANT**

**(Planning Board)**

February 7, 2019 **CALL the CAUCUS -** sign Public Notice

**(Board of Selectmen)**

February 7, 2019 **LAST** day to have **FINAL (no changes) ARTICLES** to

**Board of Selectmen and Advisory Committee**

February 21, 2019 **POST** **Public Notice of Caucus** (at least 7 days before caucus)

**(Board of Selectmen)**

March 4, 2019 **CAUCUS** (at least 38 days before ATM & must be before March 24**)**

**(Town Clerk)**

March 7, 2019 **LAST** day to **FILE CAUCUS NOMINATION CERTIFICATES OR**

5:00 p.m. **NOMINATION PAPERS**

 (Within 72 hours after caucus and at least 35 days before Town Meeting) **(Town Clerk)**

March 7, 2019 **WARRANT TO BE REVIEWED WITH TOWN COUNSEL**

**(Board of Selectmen’s meeting)**

March 11, 2019 **LAST** day to **FILE OBJECTIONS OR WITHDRAWAL**

5:00 p.m.(Within 48 hours after caucus nomination certificate filing deadline

and at least 33 days before Town Meeting) **(Town Clerk)**

March 13, 2019**LAST** day to **FILL VACANCY** caused by withdrawal (within 48 hours after

Withdrawal deadline and at least 31 days before Town Meeting. Moderator,

Town Clerk, Board of Selectmen chairman meet week before the ballot goes to printer.)

**(Town Clerk)**

March 20, 2019 **LAST** day to **FILE CITIZEN’S PETITION**

For certification of signatures by the Town Clerk’s office.

**(Town Clerk)**

March 21, 2019 **WARRANT TO BE CLOSED AND SIGNED**

**(Board of Selectmen’s meeting** prior to the warrant going to PRINTER)

March 22, 2019 **WARRANT** to **PRINTER** (21 days before posting)

 **(Board of Selectmen)**

March 25, 2019 **BALLOT** to the **PRINTER** (at least 35 before the Election)

**(Town Clerk)**

April 16, 2019 **LAST** day to **REGISTER VOTERS** for town meeting and election.

9:00 a.m. - 5:00 p.m. (20 days before ATM)

**(Town Clerk)**

April 22, 2019 **LAST** day to **POST WARRANT** or publish warrant(at least 7 days before ATM)

 **(Board of Selectmen)**

May 6, 2019 **ANNUAL TOWN MEETING**

May 13, 2019 **ANNUAL TOWN ELECTION**