



TOWN OF TYNGSBOROUGH

Office of the Town Administrator

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UPDATED Annual and Special Town Meeting Schedule: Tuesday, June 7, 2011

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| February 8, 2011 | Annual and Special Town Meeting Warrants Open |
| March 21, 2011 | Tri-Board meeting: Finance Committee provides update of budget status and process |
| March 21, 2011 | Town Administrator submits departmental budget proposals to Board of Selectmen |
| March 24, 2011 | Finance Committee meets with Board of Selectmen to review departmental budgets |
| April 15, 2011 | Annual and Special Town Meeting Warrants close. |
| April 19, 2011 | Town Administrator transmits warrant articles for Annual Town Meeting and Special Town Meeting to Selectmen and Finance Committee. Town Administrator transmits a list of articles to departments. |
| April 18, 2011 | Patriot's Day Holiday |
| April 18-22, 2011 | School Vacation |
| April 25, 2011 | Tri-Board Meeting: budget status
Draft Warrants reviewed by Selectmen and Finance Committee. |
| May 2, 2011 | Draft Warrants reviewed by Selectmen and Finance Committee.
Selectmen sign Town Election Warrant |
| May 10, 2011 | Town Election |
| May 16, 2011 | Draft Warrants Reviewed by Selectmen and Finance Committee. |
| May 20, 2011 | Final Warrant approval by Town Counsel. |
| May 23, 2011 | Final Town Meeting Warrants approved and signed by Selectmen. |

- May 31, 2011 Deadline for posting Annual and Special Town Meeting Warrants.
- May 31, 2011 Copies of Town Meeting Warrants, Report of Finance Committee, Capital Asset Management Committee plan, and Annual Town Report are available at polling locations, Town Hall, Public Library, Police Station, and Fire Station.
- June 7, 2011 Annual (7:00 pm) and Special (7:30 pm) Town Meeting.