

**TOWN OF IPSWICH  
2011 CALENDAR**

<b>Annual Town Meeting</b>	By-law II § 1(a)	Second Tuesday In May	<b>May 10, 2011</b>
----------------------------	------------------	-----------------------	---------------------

<b>Annual Town Election</b>	By-law II § 1(a)	Not < 7 days nor > 15 after ATM	<b>May 17, 2011</b>
-----------------------------	------------------	------------------------------------	---------------------

<b>Officers to be Elected:</b>	<b>Selectmen - 2</b>	<b>3 year term</b>
	<b>School Committee - 3</b>	<b>3 year term</b>
	<b>Moderator - 1</b>	<b>1 year term</b>
	<b>Housing Authority - 1</b>	<b>5 year term</b>

<b>Event</b>	<b>Legal Reference</b>	<b>Time Frame</b>	<b>Date Due</b>
Town Manager sends budget to Board of Selectmen	Charter S 27	No later than 100 days prior to ATM	1/28/2011
Accountant prepares budget estimates and submits to Board of Selectmen	MGL 41 § 60	Upon close of calendar year	12/31/2011
Board of Selectmen/School Committee send budget recommendations to Finance Committee	By-law V 2a and Charter S 28	Not later than 65 days prior to the ATM	3/4/2011
Budget recommendations to Accountant	MGL 41 § 59	90 days prior to ATM	2/9/2011
Electric Commissioners send budget to Finance Committee	By-law V 2a	At least 65 days prior to the beginning of the fiscal year	Not later than 4/27/2011
Town Manager notifies Committee Chairmen that reports are expected	By-law IV 2a	60 days prior to ATM - At Least	3/11/2011
Warrant Opens	By-law II 1b	60 days prior to ATM-At Least	3/11/2011
Warrant Closes	By-law II 1b	45 days prior to ATM-At Least	3/25/2011
Board of Selectmen sends articles to Finance Committee	By-law V 3a	Immediately after closing of warrant	3/25/2011
Board and Committees Officer's Reports to Town Manager	By-law IV 2c	6 weeks prior to ATM	3/29/2011

**TOWN OF IPSWICH  
2011 CALENDAR**

<b>Event</b>	<b>Legal Reference</b>	<b>Time Frame</b>	<b>Date Due</b>
Publish notice of Board of Selectmen hearing on budget/GRS uses and Warrant	31 CFRB 51 13b		3/24/2011
Publish notice of Finance Committee hearing on warrant	By-law V 3b		To be determined by Fin Com
Bean Counting			To be determined by BOS
Board of Selectmen public hearing on Budget/GRS uses and Warrant	31 CRB 51 12a and 14 14b		To be determined by BOS
Board of Selectmen sign warrant	By-law V 2b		To be determined by BOS
Finance Committee public hearing on warrant articles	By-law V 2b		To be determined by Fin Com
Last day to register voters for ATM and ATE	MGL 51 § 26	20 days prior to Town Meeting	4/20/2011
Finance Committee sends report to Town Clerk	By-law V 5c	15 days prior to Town Meeting	4/25/2011
Publish notice of budget summary/GRS uses	31 CFRB 15 13a	10	4/29/2011
Post/Publish Warrant	MGL 39 § 10 and By-law II 3	7 days prior to Town Meeting (weekly publication on Thursday)	4/21/2011
Finance Committee reports sent to voters-Annual Town Reports available	By-law IV 3	one week prior to Town Meeting	5/3/2011
Annual Town Meeting	MGL 39 § 9 , § 20 and By-law II 1 a	Second Tuesday in May (Backup Date)	05/10/2011 (05/11/2011)
Annual Town Election	MGL 39 § 9 , § 20 and By-law II 1 a	Not less than 7 days nor more than 15 days after Town Meeting	5/17/2011
Notice of Availability	31 CRB	30 days after meeting dissolution	6/9/2011