



Norton Charter Commission: Active Timeline and Statutory Deadlines under MGL c43B

	Task Name	Start Date	End Date	Status	% Complete	Duration	Deadline	Comments
19	<input checked="" type="checkbox"/> Charter Commission (CC) Recommendations Passed	04/24/19	04/10/21	In Progress	87%	718d		
20	Notification of first CC meeting	04/24/19	04/29/19	Completed	100%	6d	05/03/19	Within 10 days of election
21	First CC meeting	05/09/19	05/09/19	Completed	100%	1d		
22	<input checked="" type="checkbox"/> First Public Hearing of CC	05/20/19	06/03/19	Completed	100%	15d	06/07/19	Within 45 days of election. 10 day notification required
23	Notification of Public Hearing	05/20/19	05/24/19	Completed	100%	5d	05/24/19	Within 10 days of hearing
24	Public Hearing	06/03/19	06/03/19	Completed	100%	1d		
25	<input checked="" type="checkbox"/> Research / Information Gathering	05/09/19	06/01/20	Completed	100%	390d	03/01/20	
26	Read other towns' charters / LG materials	05/09/19	11/07/19	Completed	100%	183d	12/31/19	
27	Survey public for feedback	08/12/19	12/07/19	Completed	100%	118d		Prepared by Dave Heaney
28	<input checked="" type="checkbox"/> Meet with all town stakeholders	06/24/19	01/13/20	Completed	100%	204d	12/31/19	
29	Executive and Administrative Branches	06/24/19	07/22/19	Completed	100%	29d		
30	Department Heads	07/08/19	09/23/19	Completed	100%	78d		
31	Boards, Commissions, Committees	09/09/19	01/13/20	Completed	100%	127d		
32	Attend other forms of town government meetings	09/11/19	01/31/20	Completed	100%	143d	01/31/20	
33	Meet with other towns (MMA)	11/07/19	11/07/19	Completed	100%	1d		
34	Meet with Lauren Goldberg to address questions	11/07/19	11/07/19	Completed	100%	1d		
35	Compile, analyze and discuss survey information and public feedback	12/08/19	12/16/19	Completed	100%	9d		Prepared by Janey Goodwin
36	Discussion of proposed recommendations	12/16/19	06/01/20	Completed	100%	169d	06/15/20	See detailed timeline of decisions
37	Request follow ups with stakeholders, as needed	01/01/20	06/01/20	Completed	100%	153d	06/01/20	
38	Prepare Draft Charter	01/22/20	07/27/20	Completed	100%	188d		Voted to approve 7/14/20 - unanimous
39	Education / Outreach discussions (pre-filing)	03/03/20	08/21/20	Completed	100%	172d		Decision to invite all interviewees to public hearing session(s)
40	Prepare Preliminary Report	04/15/20	08/01/20	Completed	100%	109d		Kerry Snyder to draft - aim for 7/27 unless printing and SC requirements dictate sooner.
41	Vote on Preliminary Report and Draft Charter	07/01/20	08/01/20	Completed	100%	32d		Aim for 7/27 unless printing and SC requirements dictate sooner. Voted 7/27/20 to approve - unanimous
42	Decide Public Hearing Dates	07/01/20	08/01/20	Completed	100%	32d		Discuss 7/13 or 7/27. Decided dual dates on 7/27/20
43	Contact Sun Chronicle and printer: timing	07/01/20	08/01/20	Completed	100%	32d		Sandy Ollerhead researching. Adjust antecedent time frames, if needed.
44	<input checked="" type="checkbox"/> Preliminary Report of CC and Draft Charter	08/01/20	08/20/20	Completed	100%	20d	08/21/20	Within 16 months of election (prior business day to be safe) Aim for week of 8/1/20 to allow for slippage in schedule.
45	Published in Sun Chronicle	08/01/20	08/07/20	Completed	100%	7d	08/21/20	Within 16 months of election (prior business day to be safe). Scheduled for 8/5/20
46	Given to Town Clerk for posting	08/01/20	08/07/20	Completed	100%	7d	08/21/20	Within 16 months of election (prior business day to be safe)
47	Given to MA AG's office (2 copies)	08/20/20	08/20/20	Completed	100%	1d	08/21/20	Within 16 months of election (prior business day to be safe) Lauren Goldberg to deliver
48	Given to MA DHCD (2 copies)	08/20/20	08/20/20	Completed	100%	1d	08/21/20	Within 16 months of election (prior business day to be safe) Lauren Goldberg to deliver
49	<input checked="" type="checkbox"/> Public Hearing - Post Preliminary Report	07/31/20	08/22/20	Completed	100%	23d	09/18/20	Within 4 weeks of Preliminary Report publication. 10 day notification required.
50	Notification of Public Hearing (Sun Chronicle)	07/31/20	08/07/20	Completed	100%	8d	09/08/20	Within 10 days of hearing. Scheduled for 8/5/20 publication - confirmed posted

	Task Name	Start Date	End Date	Status	% Complete	Duration	Deadline	Comments
51	Post Agenda for Public Hearing	08/03/20	08/03/20	Completed	100%	1d	08/13/20	Confirmed posted for both dates 8/3/20
52	Public Hearing	08/17/20	08/22/20	Completed	100%	6d		Dual dates (virtual and in person)
53	MA AG Review/Opinion of Preliminary Report Due	08/20/20	09/14/20	Completed	100%	26d	09/17/20	AG has 4 weeks from receipt to render opinion (sent after hours - add one day)
54	Address any AG/DHCD issues raised	09/14/20	09/21/20	Completed	100%	8d		Minimum 4 weeks to address AG issues, update report and vote
55	Public Hearing debriefing / discussion	09/14/20	09/21/20	Completed	100%	8d		
56	Update Preliminary to Final Report	09/21/20	10/19/20	Completed	100%	29d		Kerry Snyder to draft
57	Vote on Final Report and Charter	10/05/20	10/19/20	Completed	100%	15d		
58	 Final Report of CC	09/06/20	10/23/20	Completed	100%	48d	10/23/20	Within 18 months of election
59	Given to Select Board	09/06/20	10/23/20	Completed	100%	48d	10/23/20	Within 18 months of election
60	Given to MA AG's office	09/06/20	10/23/20	Completed	100%	48d	10/23/20	Within 18 months of election.
61	Given to MA DHCD	10/08/20	10/23/20	Completed	100%	16d	10/23/20	Within 18 months of election.
62	CC accounting due to Town Clerk, if needed	09/06/20	11/22/20	Completed	100%	78d	11/22/20	Due within 30 days of submission of Final Report. Not applicable.
63	Obtain 2021 election date and revise all following milestone dates accordingly	10/23/20	11/12/20	Completed	100%	21d	01/01/21	Election day set for 4/10/20
64	Check with Lucia for date ballot question and summary are needed (may be >35 days prior)	10/23/20	12/10/20	Completed	100%	49d	02/01/21	
65	Ballot question and summary to Town Clerk	12/01/20	12/10/20	Completed	100%	10d	03/06/21	Due no later than 35 days prior to election (4/10/21) - see Research folders for examples.
66	Education / Outreach (post filing)	10/23/20	04/10/21	In Progress	0%	170d	04/10/21	
67	Final report to Town Clerk for distribution	01/01/21	01/05/21	Completed	100%	5d	03/27/21	Not later than 2 weeks before the election (4/10/21)
68	Mailing of final report and charter	03/09/21	03/27/21	In Progress	0%	19d	03/27/21	Not later than 2 weeks before the election (4/10/21) to all residences with >= 1 registered voter. SB responsibility. Proof reviewed. Lucia will give printer OK to mail 3 weeks prior to election.
69	Election	04/10/21	04/10/21	Not Started	0%	1d	04/24/21	10/21/19 FTM change: The Annual Town Election shall be held on a Saturday in the month of April on a date to be established by the Board of Selectmen no later than the January 1 preceding. If said vote is not taken by January 1st, the Annual Town Election will be held on the last Saturday in April (4/24/21)
70	 Charter Commission term ends	04/10/20	05/09/20	Not Started	0%	30d		30 days from Election
71	Window to petition for judicial review of procedures	04/10/20	05/09/20	Not Started	0%	30d		
72	Termination of CC	04/10/20	05/09/20	Not Started	0%	30d		5/9/20