



# How to get involved in Weston town governance

- **Be an informed voter**
- **Vote in the Annual Town Election**
- **Provide feedback and/or expertise at Committee meetings and public forums**
- **Participate in Town Meeting**
- **Seek an appointment to a Town committee**
- **Run for election to a Town office**

## Citizen Leadership

Weston depends upon and appreciates the service of its citizens in local government. Participation in our town's governance can range from simply being aware of the issues and casting a vote, to running for elected office. Weston has the benefit of a highly competent professional administrative staff, led by a Town Manager; however, key oversight and strategic roles are played by citizen volunteers. Serving as an elected or appointed official may involve a commitment from one to five years, depending on the office.

### Elected Positions are:

Moderator  
 Board of Selectmen  
 Board of Assessors  
 School Committee  
 Recreation Commission  
 Board of Library Trustees  
 Planning Board  
 Board of Health  
 Commissioners of Trust Funds  
 Measurers of Lumber

### Appointed Committees include:

Finance Committee  
 Community Preservation Committee  
 Permanent Building Committee  
 Historical Commission  
 Conservation Commission  
 Zoning Board of Appeals

For a full list of committees, descriptions of their responsibilities and their appointing authorities, visit [www.weston.org](http://www.weston.org).

### Election and Appointment Calendar

<b>March</b>	The Town Caucus is held on the first or second Monday in March to nominate and elect candidates.
<b>Mid-March</b>	A candidate may file nominating papers with 50 signatures of Weston voters with the Town Clerk before the deadline in mid-March.
<b>April</b>	Deadline to register to vote in Town Election and at Town Meeting
<b>May</b>	Annual Town Election for Town offices is held the first Saturday in May. Town Meeting occurs the Monday following the Town Election.
<b>June</b>	Many appointed terms expire by the end of June.

### Every citizen has a voice

You can be a public observer at committee meetings; attend public forums; vote at Town Meeting and at the election. At any time, feel free to speak with Town officials to become educated in the issues of interest. Refer to the Budget, Assessment and Legislative Calendars in this brochure.

### Other ways to stay informed:

- Subscribe at [www.weston.org/StayInformed](http://www.weston.org/StayInformed) to receive messages on municipal and school topics of interest to you
- Visit [www.weston.org](http://www.weston.org) for town information
- Visit [www.westonschools.org](http://www.westonschools.org) for school information
- Read the print edition of **The Town Crier** or read it online at [www.wickedlocal.com/weston](http://www.wickedlocal.com/weston)
- Watch **Weston Media Center** on TV or online. Visit [www.westonmedia.org](http://www.westonmedia.org) to find government meetings
- Attend the Town Caucus, Budget Hearing, Candidates' Night, and public information sessions
- Attend Town board and committee open meetings
- Join the League of Women Voters
- Attend the Citizens' Academy, held every two years

## Budget Calendar

<b>July</b>	Fiscal Year begins July 1st
<b>August</b>	
<b>September</b>	
<b>October</b>	Financial Summit: Board of Selectmen, School Committee and Finance Committee meet to review Town's financial situation using a variety of expenditure, revenue and indicators over a multi-year period.
<b>November - December</b>	Municipal and School departments prepare and submit preliminary budgets to Town Manager and Superintendent.
<b>January</b>	Town Manager presents recommended budget to Selectmen; Superintendent presents recommended budget to School Committee.
<b>January - March</b>	Finance Committee, Selectmen, and School Committee review recommended budgets in open public meetings.
<b>March</b>	Selectmen and School Committee vote on respective budgets. Selectmen and Finance Committee finalize Town Budget.
<b>April</b>	Annual Town Meeting Warrant, Budget Book and Reports of the Board of Selectmen and Finance Committee are sent to voters.
<b>May</b>	The <b>Town Budget Hearing</b> occurs the last Monday in April or the first Monday in May. Override exclusions, if recommended, are voted by ballot in the <b>Annual Town Election</b> . The annual budget is voted at the <b>Annual Town Meeting</b> .
<b>June</b>	Fiscal Year ends June 30th

## Assessment Calendar

Quarterly tax bill due August 1 is estimated and uses the rate from prior fiscal year.

Preliminary assessments are mailed with a 3-4 week comment period for homeowners.

Quarterly tax bill due November 1st is estimated and uses the rate from the prior fiscal year. Final assessment values are established for the new fiscal year. The state must approve accuracy and equitability. Selectmen set tax rate.

Quarterly tax bill due February 1st with actual tax owed based on the new tax rate and showing the remaining taxes owed over the final two payments. Abatement applications are due and taxes must be paid pending abatement.

## Legislative Calendar

Town Boards and Committees meet regularly throughout the year.

Selectmen consider items for fall Special Town Meeting and determine if a meeting is needed.

Special Town Meetings (optional) may be held from time to time to consider matters that cannot wait until the Annual Town Meeting. There is typically a Special Town Meeting in the fall each year.

All other warrant articles must be finalized for inclusion on the Annual Town Meeting Warrant.

Selectmen finalize items related to the current fiscal year for Special Town Meeting.

Town Meeting votes on warrant articles. **Annual Town Meeting** is held the Monday after **Annual Town Election**, which occurs the first Saturday of May.