



## TOWN OF WAYLAND

4.) ATM 2020-  
Warrant opening  
Notice

**TO:** Board of Selectmen, Boards and Committees  
**FROM:** Louise Miller, Town Administrator  
**DATE:** December XX, 2019  
**RE:** ATM Warrant Opening: Announcement for Board and Committees and Article Form

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### ANNOUNCEMENT: OPENING OF THE ANNUAL TOWN MEETING WARRANT

1. Warrant opening and closing: The Annual Town Meeting Warrant opens Friday, December 13, 2019 at 8:30 am and closes Wednesday, January 15, 2020 at 4:30 pm. Please refer to the 2020 ATM Schedule on the Town's website (under the Town Meeting tab).
2. Article submission form: Attached is the 2020 form for submission of a warrant article for Annual Town Meeting. Please feel free to use additional pages.
3. Submission procedure: Please submit the article form in hard copy to the Town Administrator's Office, signed by the Chair, or designee, after a vote of the public body, no later than Wednesday, January 15, 2020 at 4:30 pm. The article form must also be submitted via email in Microsoft Word to [thegarty@wayland.ma.us](mailto:thegarty@wayland.ma.us).

Each article will be assigned to a liaison from the Board of Selectmen and Finance Committee.

4. Article description: The article description should contain a description and scope of the request. It should not be in legal form, but instead define the request. After submission of the article, Town Counsel will put the request in legal form and may make any required edits.
5. Background information: Finance Committee asks that you complete this section of the form as a *draft* for its consideration in preparing its report and recommendation for the Warrant. Please explain the intent of the article, why it should be supported now, as well as known reasons for opposing the intent or timing of the article. The Finance Committee will finalize its comments for the Warrant.
6. Proposing body's comments: Article Proposers, may, at their discretion, submit comments of up to 150 words that will be included if the Finance Committee includes a report. In most cases, these comments can be incorporated into the Finance Committee's comments.
7. Finance Committee ATM Warrant Workshop: Article proposers must attend the Finance Committee's ATM Article Workshop on Tuesday, January 21, 2020 to make a brief presentation. Please be in touch with the Finance Committee liaison to discuss your article following the Workshop. As new information becomes available about the article, you may be asked to attend additional meetings with the Finance Committee and/or the Board of Selectmen.
8. Maps, exhibits: Maps and exhibits may be provided whenever appropriate and should be submitted as soon as possible. While the final due date is Monday, February 25, 2020, please note, the Finance Committee does not intend to issue a report and recommendation if the information provided, including maps and exhibits, is materially modified after Monday, February 10, 2020. Please contact Teri Hegarty in the Town Administrator's Office if you require assistance from Town staff to create a map. Preparation of maps and exhibits are the responsibility of the Article Proposer and should be legible for printing in the Warrant and viewing on the screen at Town Meeting. All maps and exhibits must be provided as separate documents

Please feel free to call me any time for assistance.

Louise Miller, Town Administrator  
O: (508) 358-3620  
C: (781) 697-6018  
XX/XX/2019