

DATE: MAY 1, 2017  
TO: BOARD OF SELECTMEN  
FROM: NAN BALMER, TOWN ADMINISTRATOR  
RE: SPECIAL TOWN MEETING DATE

**REQUESTED ACTION:**

**VOTE TO SET FALL SPECIAL TOWN MEETING DATE**

**BACKGROUND**

Selectman Karlson generously reviewed numerous variables to recommend a Special Town Meeting date during the week of Monday November 13, 2017. Best days for Facilities Department given Veterans Day Holiday prior Friday / Saturday is Tuesday through Thursday. These days are suggested considering other holidays, school activities, Moderator's schedule, Finance Committee schedule, Department of Revenue submission dates / tax recap hearing, and other staff input.

Potential articles include:

1. Funding of Collective Bargaining Agreements (Could be one or six articles for town under 150 E)
2. Funding of School Collective Bargaining Agreements (One or three articles – Current Year Transfer)
3. Funding for Non-Union Employees (Under 150E)
4. Funding Additional Compensation for Town Clerk
5. Revoke MGL Chapter 44, Section 53D to close Beach Revolving Fund
6. Reconsider Marijuana Moratorium
7. Possible "Housekeeping" By-Law Changes
8. Revise 53 E ½ Revolving Fund By-Law to Create Community Garden Revolving Fund
9. Fund Drainage Swale / Library Drainage Project
10. Change Date – Circuit Breaker
11. Adopt Requirement for Taxpayers in Good Standing as Condition of Licenses and Permits
12. Dispose of Surplus Property
13. Fund Septage Legacy Expenses (\$10,000 +/-)
14. Pay Unpaid Bills

Draft schedule is attached assuming start date of Tuesday November 14<sup>th</sup>.

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**2017 SPECIAL TOWN MEETING SCHEDULE**  
**(Schedule for fall STM to begin on TUESDAY, NOVEMBER 14, 2017)**

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August 21	Selectmen vote on August 21 <sup>st</sup> to open warrant for Special Town Meeting;
August 23	Warrant open Wednesday, August 23, 2017 at 8:30 a.m. through Thursday, August 30, 2017 at 4:30 p.m.
August 30	Last day to submit articles for Special Town Meeting at 4:30 p.m. Petitioners' articles must be submitted to the Selectmen's office with at least 100 signatures.
September 11	Finance Committee: Special Town Meeting Article Hearing
September 28	<u>Deadline for submission of petitioner's comments on STM articles at 4:00 pm.</u>
October 2	Selectmen review, order and vote on articles
October 11	<u>Deadline for submission of Special Town Meeting article comments from Finance Committee</u>
October 20	Compilation of Warrant completed and all changes made; Final Warrant copied and delivered to Selectmen, Moderator, Finance Committee, Town Clerk, Town Counsel and Finance Director; <u>Warrant sent to printer.</u>
October 26	Motions for articles submitted by Town Counsel and provided to Moderator and Town Clerk. Draft motions posted for public review.
October 30	Selectmen meet to sign warrant
October 31	Date by which warrant will be posted by Constable and mailing of warrants. (Town Code 36-2A, MGL c. 39, s. 10 - No later than 14 days before TM)
November 6 by 8:00 p.m.	Last day before Town Meeting to register to vote (No earlier than 10 days before STM).
November 6	Selectmen review revised motions ; Selectmen conduct Special Town Meeting Warrant Hearing with Moderator, 7:15 p.m. Large Hearing Room, Town Building.
November 14	Moderator's instructions to tellers and list of non-resident employees provided to Moderator and Town Clerk; Warrants, final errata sheets and supplemental material prepared, printed and delivered to Town Meeting site for distribution.
November 14	<b>SPECIAL TOWN MEETING, TUESDAY 7:00 PM WAYLAND HIGH SCHOOL</b>
November 15	Second day of Special Town Meeting, Wednesday 7:00 pm.