



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

---

**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



**TOWN OF WAYLAND**

**SPONSORING BOARD ARTICLE REQUEST FOR TOWN MEETING**

*Attach extra pages if necessary*

4.) ATM 2020  
Proposed Board Article  
Submission  
Form

**Article Title:** \_\_\_\_\_ **Estimated Cost:** \_\_\_\_\_

**Article Description** (final language to be provided by Town Counsel based on description provided):

**Background Information** (to be used by Finance Committee to draft its report. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

**Proposer's Comments** (if needed, 150-word limit per Town Code):

**Contact Information for Publication in Warrant**

**Contact Person Name:** \_\_\_\_\_ **Contact Person Phone:** \_\_\_\_\_

**Contact Person Town Email:** \_\_\_\_\_

**Proposing Board Information**

**Board Name:** \_\_\_\_\_

**Board Vote (Quantum) to Submit** \_\_\_\_\_ **Date of Board Vote:** \_\_\_\_\_

**Signature of Board Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_



4.) ATM 2020 -  
Petitioners Article  
Process

## TOWN OF WAYLAND WARRANT ARTICLE PROCESS: Guide for Petitioners

Citizens have the right to submit articles for consideration by the Town Meeting. Such articles must be in writing and signed by ten or more registered voters for Annual Town Meeting (ATM) or 100 or more registered voters for Special Town Meeting (STM), using the attached form. All petitioners' articles must be submitted in accordance with the law on or before January 15 or such time as may be fixed by the Board of Selectmen, and all such articles for Special Town Meeting must be so presented on or before the date fixed by the Selectmen for closing of the warrant for such meeting. All petitioners' articles having the required number of qualified signatures must be included in the Town Meeting Warrant by state statute.

The Board of Selectmen and the Finance Committee encourage citizens to work with appropriate Town boards to achieve their goals whenever possible before submitting petitioners' articles. Please review the 2020 ATM Schedule online.

### ATM Timeline and Process

Date	Action	Responsibility
December / January <i>(2020 DATE is 1/6)</i>	<i>Petitioners should attend the Selectmen's workshop for citizens interested in submitting petition for Annual Town Meeting. Potential articles and the submission process may be discussed with the Selectmen.</i>	Board of Selectmen
On or before January 15 or such earlier time as may be fixed by the Board of Selectmen <i>(2020 DATE IS 1/15 AT 4:30 PM)</i>	<i>Petitioners submit petitioners' articles for Annual Town Meeting both on paper with signatures and by email (to <a href="mailto:thegarty@wayland.ma.us">thegarty@wayland.ma.us</a>) in Microsoft Word. Articles are collected and numbered, and copies are given to the Board of Selectmen, Finance Committee, Moderator, and Town Counsel. Signatures on the petition are verified by the Town Clerk.</i>	Town Administrator
January - March	<i>Petitioners may be asked to meet with the Board of Selectmen. The Selectmen will review articles, determine their order, vote positions on most articles; may meet with petitioners. The Board will discuss substantive articles with petitioners and may attend the Finance Committee's meeting with petitioners.</i>	Board of Selectmen
January - March <i>(2020 FINANCE COMMITTEE WORKSHOP IS 1/21)</i>	<i>Petitioners should attend the Finance Committee's Article Workshop. The Finance Committee meets with petitioners to discuss articles at a public meeting. The Committee may explore alternative means for accomplishing the article's objective. A member of the Committee is assigned to the article to prepare a report for the Warrant, should the Committee elect to do so, including comments, pro and con arguments and the Committee's recommendation to Town Meeting.</i>	Finance Committee
January - March; <i>(ALL INFORMATION IS DUE BY 2/25)</i>	<i>Petitioners may meet with Finance Committee and/or Board of Selectmen to discuss their article; write report of no more than 150 words to be printed in the Warrant if desired and if the Finance Committee prepares a report. Such discussions help to identify issues that require further work on the part of the petitioner as well as to identify arguments for and against passage. While the final due date is <u>Monday, February 25, 2020</u>, 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 <u>Monday, February 10, 2020</u>.</i>	Petitioners
January - February	<i>Petitioners may meet with Town Counsel with questions as to legal form. Town Counsel will review articles for form, legislative intent, and procedural compliance and will provide main motion and the quantum of vote required for passage. Town Counsel will not render written opinions or give advice to petitioners about substantive legal issues and will not advise petitioners when there is a potential conflict of interest between the petitioners and the town.</i>	Town Counsel
Approximately 7 days prior to ATM <i>(2020 DATE IS 3/30)</i>	<i>Petitioners should attend the Board of Selectmen's Warrant Article Hearing. Petitioners should attend this workshop to answer any final questions on the article.</i>	Selectmen with Moderator and Finance Committee
ATM	<i>Petitioners make the motion on the article and make a brief presentation on the merits of the article. Procedures for presenting the article are included in the Moderator's Rules and Regulations.</i>	Lead Petitioner



**TOWN OF WAYLAND**  
**PETITIONERS' ARTICLE FOR TOWN MEETING**  
*Attach extra pages if necessary*

4.) ATM 2020 -  
 Petitioners' Article  
 Submission Form

**Article Title:** \_\_\_\_\_ **Estimated Cost:** \_\_\_\_\_

**Article Text for Warrant:** To determine if the town will vote to:

#	Print Name Legibly	Signature	Print Street Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			



**TOWN OF WAYLAND**  
**PETITIONERS' ARTICLE FOR TOWN MEETING**  
*Attach extra pages if necessary*

**Article Title:** \_\_\_\_\_ **Estimated Cost:** \_\_\_\_\_

**Background Information** (to be used by Finance Committee to draft its report. Please explain the intent of the article, why it should be supported now, as well as known reasons the article may be opposed):

**Petitioners' Comments** (150-word limit per Town Code):

**Lead Petitioner's Contact Information\***

**Name (for publication in warrant):** \_\_\_\_\_

**Phone (for discussing article):** \_\_\_\_\_

**Email (for publication in warrant):** \_\_\_\_\_

**Signature of Lead Petitioner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\* The lead petitioner will serve as spokesperson for the article and will be the contact person for the Finance Committee, Board of Selectmen, and Planning Board, if the petition is a zoning issue.*