



## TOWN OF WAYLAND

**DATE:** December 14, 2018  
**TO:** Board of Selectmen, Boards and Committees  
**FROM:** Louise Miller, Town Administrator  
**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 14, 2018 at 8:30 am and closes Tuesday, January 15, 2019 at 4:30 pm.
2. **ARTICLE FORM:** Attached is the 2019 form for submission of a warrant article for Annual Town Meeting. Please feel free to use additional pages.
3. **SUBMISSION PROCEDURE:** The article form must be submitted in hard copy to the Town Administrator's Office, signed after a vote of the public body by the Chair, or designee, of the sponsoring body, no later than Tuesday, January 15, 2019 at 4:30 pm. The article form must also be submitted via email in "Word" to [thegarty@wayland.ma.us](mailto:thegarty@wayland.ma.us).
4. **ARTICLE TEXT:** The article text must be drafted and approved by the board or committee which submits it. If you require legal assistance developing the article, please contact the Town administrator at [lmiller@wayland.ma.us](mailto:lmiller@wayland.ma.us). After submission of the article, Town Counsel will review and may make any required edits.
5. **DRAFT FINANCE COMMITTEE COMMENTS, PROS and CONS:** The Finance Committee asks that you complete these sections of the form as drafts for the Finance Committee's consideration. Articles will not be accepted if these sections are not completed. Each article will be assigned to a liaison from the Board of Selectmen and Finance Committee. The Finance Committee will finalize these sections for the Warrant.
6. **PROPOSING BODY'S COMMENTS:** Article Proposers, may, at their discretion, submit comments of up to 150 words which will be included if the Finance Committee includes comment.
7. **FINANCE COMMITTEE ATM WARRANT WORKSHOP:** Article proposers must attend the Finance Committee's ATM Article Workshop on Monday, January 28, 2019 to make a brief presentation. Please be in touch with Finance Committee liaison to discuss your article. As new information becomes available about the article, you may be asked to attend additional meetings with the Finance Committee and the Board of Selectmen. .
8. **MAPS, EXHIBITS:** The Article Proposer should provide maps and exhibits whenever appropriate. 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. 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



## TOWN OF WAYLAND

### INSTRUCTIONS FOR COMPLETION OF WARRANT ARTICLE FORM REQUEST FOR TOWN MEETING ARTICLE

#### Proposer & Contact Information

1. PROPOSER:	PROPOSING BOARD(S)
2. DATE RECEIVED:	DATE RECEIVED IN TA'S OFFICE
3. CONTACT PERSON: (NAME AND EMAIL)	NAME, AND EMAIL OF MAIN CONTACT RESPONSIBLE FOR MANAGING COMMUNICATION.
4. TELEPHONE/DAY:	
5. TELEPHONE/EVENING:	
6. BOARD VOTE:	SUBMIT LANGUAGE OF BOARD VOTE
7. DATE OF BOARD VOTE:	DATE OF VOTE TO SUBMIT ARTICLE
8. PROPOSED FUNDING SOURCE:	IF KNOWN, I.E. CPC FUNDS, BORROWING, CHAPTER 90, ETC.

#### Article Information

9. ARTICLE TITLE:	
10. COST:	COST SHOULD BE THE FULL AMOUNT ROUNDED UP
11. NO COST:	YES OR NO
12. DATE COST ESTIMATE AVAILABLE:	DATE FINAL COST ESTIMATE AVAILABLE

#### Article Text

13. PROPOSER'S ARTICLE TEXT:

THE MOTION AT TOWN MEETING IS BASED ON THE SUBMITTED ARTICLE TEXT.

14. PROPOSER'S COMMENTS (UP TO 150 WORDS MAY BE INCLUDED AT SPONSOR'S DISCRETION):

BRIEF EXPLANATION OF THE PURPOSE AND INTENT OF THE PROPOSED ARTICLE, ANY RELEVANT BACKGROUND OR HISTORY, PURPOSE OR BENEFITS OF ARTICLE.

15. FINANCE COMMITTEE DRAFT COMMENTS (UP TO 500 WORDS):

THIS IS A NEUTRAL/FACTUAL DESCRIPTION OF KEY POINTS FROM A VOTER'S PERSPECTIVE. GENERALLY, THE FIRST SENTENCE IS A SHORT AND SIMPLE DESCRIPTION OF WHAT PASSAGE OF THE ARTICLE ACCOMPLISHES. WHILE OVERALL LENGTH CAN VARY FROM ONE SHORT PARAGRAPH TO SEVERAL PAGES, MOST ARTICLES WILL FIT ON LESS THAN ONE PAGE.

16. FINANCE COMMITTEE DRAFT ARGUMENTS IN FAVOR (4-6 POINTS):

4-6 BULLETS. THE IN FAVOR AND OPPOSED ARGUMENTS ARE PERHAPS THE MOST IMPORTANT PART OF THE WRITE-UP/REPORT. A KEY TEST IS WHETHER VOTERS WHO DISAGREE WITH THE RECOMMENDATION OF THE FINANCE COMMITTEE BELIEVE THAT THE ARGUMENTS FOR THEIR SIDE WERE ACCURATELY PORTRAYED.

17. FINANCE COMMITTEE DRAFT ARGUMENTS OPPOSED (4-6 POINTS):

4-6 BULLETS. SAME AS ABOVE.

18. CHAIR (OR DESIGNEE) SIGNATURE/DATE: \_\_\_\_\_



## TOWN OF WAYLAND

### REQUEST FOR TOWN MEETING WARRANT ARTICLE

Proposer and Contact Information	
1. PROPOSER:	
2. DATE RECEIVED:	
3. CONTACT PERSON:	
4. TELEPHONE/DAY:	
5. TELEPHONE/EVENING:	
6. BOARD VOTE:	
7. DATE OF BOARD VOTE:	
8. FUNDING SOURCE:	
Article Information	
9. ARTICLE TITLE:	
10. COST:	
11. NO COST:	
12. DATE COST ESTIMATE AVAILABLE:	
Article Text	
13. ARTICLE TEXT:	
14. PROPOSER'S COMMENTS:	
15. FINANCE COMMITTEE DRAFT COMMENTS:	
16. FINANCE COMMITTEE DRAFT ARGUMENTS IN FAVOR:	
17. FINANCE COMMITTEE DRAFT ARGUMENTS OPPOSED:	
18. CHAIR SIGNATURE/DATE:	