

**ANNOUNCEMENT:
OPENING OF THE SPECIAL TOWN MEETING WARRANT
2018 SPECIAL TOWN MEETING
TUESDAY NOVEMBER 13, 2018**

1. **WARRANT OPENING AND CLOSING:** The Special Town Meeting Warrant opens Wednesday August 22, 2018 at 8:30 am and closes Thursday August 30, 2018 at 4:30 pm.
2. **ARTICLE FORM:** Attached is the form for governmental bodies to submit a warrant article for Special 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 **and** via e-mail in "Word" to thegarty@wayland.ma.us no later than Thursday August 30, 2018 at 4:30 pm. The form must be signed by the Chair (or designee) of the sponsoring body and state the date of the vote of the governing body.
4. **ARTICLE TEXT:** The article text is drafted and approved by the Article Sponsor's governing body and may not be changed except by Town Counsel, or by a vote of the governing body or the Board of Selectmen. If you require legal assistance developing an article, please contact the Town Administrator at nbalmer@wayland.ma.us. After submission of the article, Town Counsel will review the article text and will make any edits required for legal form.
5. **DRAFT FINANCE COMMITTEE COMMENTS, ARGUMENTS IN FAVOR AND ARGUMENTS OPPOSED:** The Finance Committee asks that Article Sponsors draft the section of the article form for the Finance Committee's Comments and Pro and Con Arguments to help the Finance Committee with its work. Please include these draft comments with the article upon submission. Each article will be assigned to a liaison from the Finance Committee which will vote to approve the final Finance Committee's Comments, Pro's and Con's for the warrant.
6. **SPONSORING BODY'S COMMENTS:** Article Sponsors may, at their discretion, submit comments of up to 150 words which will be included in the warrant if the Finance Committee includes comments.
7. **FINANCE COMMITTEE STM WARRANT WORKSHOP:** The Article Sponsor must attend the Finance Committee's ATM Article Workshop on Wednesday September 5, 2018 to make a brief presentation. Please be in touch with your Finance Committee liaison to discuss your article. As new information becomes available, you may be asked to attend additional meetings with the Finance Committee and with the Board of Selectmen.
8. **MAPS, EXHIBITS:** The Article Sponsor will provide maps and exhibits upon the submission of the article. Please contact the Assistant Town Administrator 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 Sponsor and will not be accepted without a vote of approval of the governing body sponsoring the article.

Please call me any time for assistance with your article through Town Meeting. I am happy to help.

Town Administrator

(508) 358-3620 – Office