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Town of Acton
472 Main Street
Acton, Massachusetts 01720
Telephone (978) 264-9612

Lauren Rosenzweig
Chairperson

Planning Articles

Dear Article Proponent:

You are receiving this letter because you have an article that is under consideration by the Board of Selectmen for inclusion in the Warrant for April's Annual Town Meeting. In order to be included, the following conditions must be met:

- The Board of Selectmen must vote to include the article. The Board needs to be satisfied that the article is ready for consideration by Town Meeting. Generally, the Board looks for articles that address a significant public concern have been vetted by appropriate town boards and that have gone through public hearings.
- The wording of the article needs to be approved by Town Counsel.
- All articles must be substantially ready by **Friday, March 6th**. This means that you need to get your proposed wording to Town Counsel by **Friday, February 20th** in order to give him time to review the article and work with you on any wording changes that may be necessary.

In order to help all proponents prepare their articles for Town Meeting, we have scheduled time on the Selectman's Agenda on Feb 9th and 23 to review all proposed Town Meeting articles. During this time, you should be prepared to answer the following questions:

- 1) What is purpose of the proposed article? You should be able to describe briefly what you hope to accomplish with this article. Your description could include what problem you are attempting to address, reasons why the solution proposed in this article was selected over others, why this article is important for consideration at this time and the cost/benefit of adopting this article.
- 2) Who has reviewed the article? What town boards and/or other groups in town have been approached for input on this proposed article? What concerns have they expressed and how have you addressed those concerns?
- 3) What public hearings have been held to allow the public to provide input on this issue? What public communications methods have been used to inform Town Meeting members on the issue?

We recognize this is a lot of work but it is the responsibility of the Board of Selectmen to produce a Warrant that contains matters that are ready for consideration by Town Meeting. It is common for the work on potential Town Meeting Warrant Articles to begin in one year but actually be ready for Town Meeting in a subsequent year. We look forward to hearing from you on **February 23rd at 7:45 PM**. Please keep presentations as brief as possible and to coordinate with Mark Hald, IT Director, mhald@acton-ma.gov if you need to use Powerpoint.

Sincerely,
Lauren S. Rosenzweig, Chairperson