

# Memo

To: Board of Selectmen  
From: Steven L. Ledoux, Town Manager  
Date: July 8, 2016  
Re: Criteria for Calling a Special Town Meeting

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I have been thinking that it might be helpful if the Board of Selectmen adopted a policy on reasons to call a Special Town Meeting in order to provide clarity as to what should be included on such a warrant.

In my mind, there should be three main criteria, setting aside whether we want a Fall Town meeting for zoning issues:

1. Issues of timeliness. The Town will lose an opportunity if it doesn't act within a certain period of time. Examples of such are: litigation settlements; purchase of land under a right of first refusal, and certain aspects of labor settlements.
2. Requirements of grants if things such as a local match must be appropriated.
3. Acceptances of gifts of land.

We should discuss under the Special Town Meeting agenda item on Monday.