



TOWN OF FRAMINGHAM

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Town Manager
Robert J. Halpin

Assistant Town Manager
James P. Duane

Board of Selectmen
Cheryl Tully Stoll, Chair
Charles J. Sisitsky, Vice Chair
Laurie Lee, Clerk
Jason A. Smith
Cesar A. Monzon

DATE: January 18, 2017
TO: Town Officials, Boards, Committees and Division Heads
FROM: Robert Halpin, Town Manager
RE: Annual Town Meeting – April 25, 2017

The Board of Selectmen has started preparations for the 2017 Annual Town Meeting, which will be held on **Tuesday, April 25, 2017 at 7:30 PM in Nevins Hall.**

Listed below are the steps to complete if you are requesting an article to be included within the warrant of this town meeting:

1. Submit Preliminary Article Request:

Complete and submit the attached form entitled, "**Preliminary Request to Place an Article before the Framingham Town Meeting**" to the Town Manager's Office by **no later than noon on Wednesday, February 15th**. **NOTE:** Please obtain Board of Selectmen approval *BEFORE* listing the BoS as a sponsor on the preliminary request form. If you wish for the board to consider sponsoring a warrant article, you should arrange for time on the February 28th Selectmen's agenda by **Thursday, February 23rd**.

2. Submit Final Article Wording, Motion and Background:

Submit the final wording of your warrant article(s) by **no later than noon on Wednesday, March 1st**. We require the following as part of the request to the Board of Selectmen in order to provide more complete information as early as possible to Town Meeting and its Standing Committee members:

- Complete wording of the article
- A proposed motion
- Comprehensive background information on the subject of the article

Town Counsel can provide assistance in the proper wording of proposed articles. The Selectmen expect that if a request is being made to place an article on the warrant for a town meeting, that proposal is complete and that the proponent is ready to make a complete presentation of its merits. If all three elements (article, background, motion) are not included in the submission, it will be sent back to you to resubmit when it is complete.

Background information submitted should conform to the format described in Article III, Section 1.8 of the Town's Bylaws regarding distribution of literature to Town Meeting members, and sent as a Microsoft Word document.

Requests must indicate which committee, group, or individual is sponsoring the article. Boards or Committees submitting articles must indicate that the article has been approved by a majority vote of that board. **Articles may not be submitted under the name "Board of Selectmen" unless the Board of Selectmen has actually voted to sponsor the article prior to closing the warrant. The Board of Selectmen will only sponsor articles that are complete and ready for presentation to Town Meeting.**

All committees, groups or individuals that have articles included in the warrant, but are not requesting board sponsorship, must present their article to the Board of Selectmen at the April 5th or April 11th Selectmen's meetings so the

Board can vote their position on the article. Please contact Michelle Fletcher at mef@framinghamma.gov to be placed on a Board of a Selectmen agenda.

All materials (article, background, and motion) must be submitted in **Microsoft Word, PowerPoint, or PDF** via email to Michelle Fletcher at mef@framinghamma.gov. All materials submitted will be posted on the Town's website. Individual committees and departments are responsible for placement of materials on the back table.

The schedule for the Annual Town Meeting is as follows:

Tuesday, January 24, 2017	Board of Selectmen votes to open Annual Town Meeting Warrant.
Wednesday, February 15, 2017	Last day to submit " Preliminary Request to Place an Article Before the Framingham Town Meeting " form. <i>[NOTE: Please obtain Board of Selectmen approval <u>BEFORE</u> listing the BoS as a sponsor on the preliminary request form.]</i>
Tuesday, February 28, 2017	Board of Selectmen reviews requests for article sponsorship. <i>[NOTE: Board vote is required for article sponsorship. If sponsored, it is a vote in <u>support</u> of the article.]</i>
Wednesday, March 1, 2017	Final wording of warrant article, background material, AND motion due in the Selectmen's Office by noon. Incomplete packages will be rejected. <i>[NOTE: Submission must be emailed in an editable, printable format to Michelle Fletcher at mef@framinghamma.gov].</i>
Thursday, March 2, 2017	Last day to submit presentations or handouts for Board of Selectmen meeting on Tuesday, March 7, 2017 . <i>[NOTE: Submission must be emailed in an editable, printable format to Michelle Fletcher at mef@framinghamma.gov].</i> If there are any changes to your article, motion, or background materials after this date, you are responsible for distributing to Town Meeting and placing on the website.
Tuesday, March 7, 2017	Board of Selectmen votes to close Annual Town Meeting Warrant and approves Warrant for posting.
Friday, March 24, 2017	Warrant Booklet (articles, background materials, motions) mailed to Town Meeting Members and posted online. Warrant and election notice printed in newspaper and posted on the Town of Framingham website, at the two Town libraries and the Town Manager's Office (<i>no later than Tuesday, March 28, 2017 for the April 4, 2017 election</i>).
Thursday, March 30, 2017	Last day to submit presentations or handouts for the April 5, 2017 Board of Selectmen meeting. <i>[Note: Submission must be emailed in an editable, printable format to Michelle Fletcher at mef@framinghamma.gov].</i>
Wednesday, April 5, 2017 Tuesday, April 11, 2017	Board of Selectmen to hear and consider 'Support' of non-sponsored articles.
Tuesday, April 25, 2017	All handouts must be on back table no later than 7:00PM. Precinct Meetings will be held at 7:00PM. Annual Town Meeting commences at 7:30PM.
