

Memorandum

To: Municipal Department Heads, Chairpersons of Multi-member Boards, Commissions and Committees

From: Nancy Lucier, Town Administrator

Date: July 5, 2019

Re: October 21, 2019 Semi-Annual Town Meeting

The 2019 Fall Town Meeting is scheduled for Monday, October 21, 2019 at 7:00 p.m. in the West Boylston Middle/High School Auditorium. Below you will find the schedule for Town Meeting Warrant preparation and review as approved by the Board of Selectmen.

1. August 31, 2019 - Deadline for Money Articles:

Warrant article requests from municipal officials, departments, boards, commissions and committees seeking appropriations or transfers of funds should submit these articles to the Board of Selectmen no later than August 31, 2019. ***Remember, requests for annual operating budgets should be acted upon at the May Semi-Annual Town Meeting.*** Included in the article request submission to the Selectmen, there should be a written justification for proposed financial warrant articles explaining the need for the appropriation and why the request was not included in the FY2020 Budget Request Document submitted by the appropriate municipal official, board, commission committee, or department.

2. September 4, 2019 - Deadline for all Other Proposed Articles:

The Board of Selectmen will accept proposed warrant articles for the October 21, 2019 Semi-Annual Town Meeting until noontime on September 4, 2019.

3. September 18, 2019 - Town Meeting Warrant Articles to be Presented to the Board:

The Board of Selectmen will be presented with the list of articles for the October 21,

2019 Town Meeting Warrant as part of its regular Selectmen's Meeting.

4. **September 24, 2019 - Draft Town Meeting Warrant**

The Office of the Town Administrator will forward a copy of the draft October 21, 2019 Town Meeting Warrant to the Finance Committee, Personnel Board, Bylaw Committee, Capital Investment Board, Town Moderator, Town Clerk, Finance Director, Town Counsel, and other municipal departments.

5. **September 25, 2019 - Final Review of Warrant:**

The Board of Selectmen will hold a special meeting with the Finance Committee, other municipal officials and committees and the public to review the October 21, 2019 Semi-Annual Town Meeting Warrant on **Wednesday, September 25, 2019**, at 7:00 p.m. The Board of Selectmen will officially close and sign the October 21, 2019 Semi-Annual Town Meeting Warrant on this date.

6. **October 4, 2019 - Posting of the Town Meeting Warrant:**

The October 21, 2019 Semi-Annual Town Meeting Warrant will be posted in conformity with the town's bylaws.

7. **October 7, 2019 - Public Distribution of Warrant:**

The Office of the Town Administrator will distribute copies of the October 21, 2019 Semi-Annual Town Meeting Warrant to the public.

8. **October 21, 2019 - Fall 2018 Semi-Annual Town Meeting:**

The October 21, 2019 Semi-Annual Town Meeting will be held at 7:00 p.m. in the West Boylston Middle/High School Auditorium

Should you need any additional assistance or clarification, please feel free to contact this office at your convenience.

Thank you for your consideration and continued support.