



ADMINISTRATION MEMO

To: Town Clerk, Moderator, Town Counsel, Departments, Boards, Committees and Commissions, A/B Regional Schools
From: Selina Shaw, Town Administrator
Cc: Board of Selectmen
Date: September 21, 2016
Re: Special Town Meeting

The Board of Selectmen has called a special town meeting to be held at 7 PM on Monday, December 12, 2016 in the Blanchard Memorial School gymnasium.

Please note that the warrant closes on October 17. If there are any items that you would like to bring forward for consideration by the BoS to include on the warrant, please send me the intent and scope of the article electronically no later than Wednesday, October 12.

The following schedule should help you through the process.

Special Town Meeting - Monday, December 12, 2016	
Wednesday, October 12	➤ Last date by which to submit the intent and scope of proposed warrant articles in electronic format to TA: sshaw@boxborough-ma.gov
Monday, October 17	➤ Board of Selectmen closes warrant. ➤ Board of Selectmen and Finance Committee determine funding sources.
Wednesday, October 26	➤ Departments and Boards submit final details, including rationale for the article, in electronic format to TA: sshaw@boxborough-ma.gov ➤ Boards submit recommendations in electronic format to TA: sshaw@boxborough-ma.gov
Monday, October 31	➤ Board of Selectmen finalizes language and votes on warrant articles. ➤ Board of Selectmen signs warrant.
Monday, November 28	➤ Constable posts warrant. ➤ Warrants mailed to Town's residents.

If you are planning to submit a warrant article and would also like a written recommendation to be included in the warrant, please make sure that your board has met to write and vote on the recommendation **before October 26**.

Thank you for your cooperation in doing your part to meet our deadlines. As always, please don't hesitate to contact me with any questions.