



**Town of Stow
TOWN ADMINISTRATOR
380 Great Road
Stow, Massachusetts 01775**

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To: All Departments
Fr: Town Administrator
Date: February 20, 2008
Re: Selectmen's Policy Regarding Town Meeting Warrant

On behalf of the Board of Selectmen, I am writing to convey to you a recent decision made by the Selectmen to implement a new policy relative to enforcing the closing date for submission of articles for the annual town meeting warrant.

As Susan McLaughlin has previously notified you, the annual town meeting warrant closing date is March 7th, and the Selectmen are committed to holding a hard line on accepting only articles submitted by March 7th for inclusion in the warrant. In establishing strict enforcement of the closing date, the Selectmen hope to reduce the number and extent of last minute substantive adjustments that historically have been required to be made in the warrant because the closing date, as a practical matter, has been loosely enforced. In order to present and deliver the warrant in its final form, there are procedural requirements established by the Charter and the By-Laws that cause a great deal of dedicated attention and work be focused on completing the warrant in a compressed period of time.

Necessarily, the Selectmen will not be accepting so-called warrant article placeholders for inclusion in the 2008 annual town meeting warrant. As a result, you are strongly encouraged to ensure that you have submitted your warrant articles to the Selectmen's office on or by March 7th and that the article language is substantially complete.

More specifically, this means that the purpose of the warrant article needs to be reasonably well identified and defined (including proper reference to any applicable rules, regulations, grants or statutes) and that the language further states the source(s) and use(s) of funds (including dollar estimates). Substantially complete warrant articles will then be perfected, if necessary, after their submittal.

The Selectmen thank you in advance for your cooperation in helping to achieve this important process improvement goal and I ask that you contact me with any questions.

Sincerely,
Bill