

TO: Departments, Boards and Committees  
FR: Jennifer Glass, on behalf of the Select Board  
Sarah Cannon Holden, Town Moderator  
Tim Higgins, Town Administrator  
RE: **2023 Town Meeting Planning Update**  
DT: February 7, 2023

After several years of more streamlined agendas, this year's Town Meeting warrant is a busy one that will likely foster lively discussions! While the pandemic meetings presented their own set of challenges, we have learned that some of the practices we put in place to try to shorten prior Town Meetings are useful best practices to carry forward. So, once again we are planning for how best to run an efficient Town Meeting that provides residents with important information and limits the amount of time spent in relatively close quarters. The purpose of this e-mail is to confirm the planning timeline and to provide a framework for community engagement.

### Timeline

- **February 27:** Select Board signs the Town Meeting Warrant. Once again, we are planning to streamline presentations and make as much use of the Consent Calendar as possible.
- **Mid-February:** All Town Meeting presenters begin developing their presentations
- **February 28:** Finance Committee Annual Budget Hearing
- **March 3:** Deadline for submissions to Select Board newsletter
- **March 16:** The Town Meeting warrant & Finance Committee report mailed to every household
- **March 6 – 21:** Presenting boards host virtual meetings to present warrant articles and hold Q&A with the public (*see below*)
- **March 22:** Moderator's meeting with all sponsors of Town Meeting warrant articles; confirm logistics and to answer any legal questions
- **March 25:** Annual Town Meeting
- **March 27:** Annual Town Election

### Pre-Town Meeting Public Meetings

The past several Town Meetings have benefited from well-publicized public hearings/forums/meetings that have given the public the opportunity to hear in-depth presentations on warrant articles and to have ample time for questions. In that spirit, we would like to:

- Create a calendar of when each cost center or warrant article proponent will be holding a public hearing or forum. These can be stand-alone events or parts of regular meetings.
- We will publish the calendar in the March Select Board newsletter (deadline March 3) and post it on the Town Meeting page of website.
- We ask boards to record the public meetings so that we can post them, along with supporting materials, to the website.
- After the public meetings, committees might also choose to post a set of FAQs that address questions raised during the public presentations.

### Town Meeting Presentations

- As per usual, we encourage presentations to be in the 5-minute range; none by special request.
- Presentations should be sent to Michael Dolan by the end of the day on Thursday, March 23.
- Handouts should be sent to Peggy Elder by the end of the day on March 17.
- We will be allowing organizations to set up tables in the lobby this year, please let us know if your group will need one.

We welcome your questions and suggestions; please reach out to us if you have either or both.

Thank you all for your service to the Town!