

Town of Groton

The seal of the Town of Groton, Massachusetts, is a circular emblem. It features a central shield with a plow and a sheaf of wheat. Above the shield is an open book. The shield is surrounded by a dotted border. The words "FAITH" and "LABOR" are inscribed above and below the shield, respectively. The year "1655" is at the bottom, flanked by two crossed tools. The outer ring of the seal contains the text "TOWN OF GROTON MASSACHUSETTS".

2016 Fall Town Meeting Packet

October 17, 2016

**FALL TOWN MEETING
MOTIONS
OCTOBER 17, 2016**

ARTICLE 1: PRIOR YEAR BILLS

Mover: John Petropoulos

MOTION: I move that the Town vote to transfer from the Excess and Deficiency Fund (Free Cash) the sum of \$291 for the payment of the following bills of a prior fiscal year:

Stanley Elevator Company -	<u>\$291</u>
Total	\$291

Quantum of Town Meeting Vote: 4/5's Majority

ARTICLE 2: AMEND FY 2017 OPERATING BUDGET

Mover: Joshua Degen

MOTION: I move that the Town vote to amend the Fiscal Year 2017 Operating Budget, as adopted under Article 4 of the April 25, 2016 Spring Town Meeting, as follows, each line item to be considered as a separate appropriation for the purposes voted:

GENERAL GOVERNMENT: By increasing the General Government Appropriation from \$1,874,183 to \$1,889,183 so as to: increase Line Item 1062 – “Board of Assessors Expenses” by \$5,000, from \$24,135 to \$29,135; and increase Line Item 1160 – “Insurance and Bonding” by \$10,000, from \$190,000 to \$200,000; And to raise and appropriate the sum of \$15,000 to fund said increases.

PROTECTION OF PERSONS & PROPERTY: By increasing the Protection of Persons and Property Appropriation from \$3,669,831 to \$3,677,815 so as to: increase Line Item 1300 – “Police Department Salaries” by \$7,984, from \$308,026 to \$316,010; And to raise and appropriate the sum of \$7,984 to fund said increase.

DEPARTMENT OF PUBLIC WORKS: By increasing the Department of Public Works Appropriation from \$2,100,913 to \$2,114,413 so as to increase Line Item 1541 – “Municipal Building and Property Maintenance Expenses” by \$13,500, from \$267,350 to \$280,850; And to raise and appropriate the sum of \$13,500 to fund said increase.

LIBRARY AND CITIZEN SERVICES: By increasing the Library and Citizen Services Appropriation from \$1,557,264 to \$1,565,030 so as to increase Line Item 1702 – “Country Club Expenses” by \$7,766, from \$123,789 to \$131,555; And to raise and appropriate the sum of \$7,766 to fund said increase.

Quantum of Town Meeting Vote: Majority

ARTICLE 3: CAPITAL STABILIZATION FUND

Mover: Joshua Degen

MOTION: I move that the Town vote to transfer the sum of \$400,000 from the Excess and Deficiency Fund (Free Cash) to be added to the sum already on deposit in the Capital Stabilization Fund.

Quantum of Town Meeting Vote: 2/3's Majority

ARTICLE 4: OFFSET THE TAX RATE

Mover: Barry Pease

MOTION: I move that the Town vote to transfer the sum of \$400,000 from the Excess and Deficiency Fund (Free Cash) for the purpose of affecting the tax rate for the period beginning July 1, 2016.

Quantum of Town Meeting Vote: Majority

ARTICLE 5: MONEY TO WATER ENTERPRISE FUND

Mover: Thomas Orcutt

MOTION A: I move that the Town vote to transfer the sum of \$110,000 from the Water Enterprise Fund Surplus to the Fiscal Year 2017 Water Department Operating Budget for the mechanical cleaning of the Whitney Pond Well #1 and Whitney Pond Well #2, the mechanical cleaning of the Baddacook Well and for engineering services related to electrical upgrades and pump and motor improvements at the Whitney Pond Well.

Quantum of Town Meeting Vote: Majority

MOTION B: I move that the Town vote to appropriate the sum of \$400,000, to be expended by the Board of Water Commissioners, for Electrical Upgrades and Pump and Motor improvements at the Whitney Pond Well; that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow the sum of \$400,000 under and pursuant to Chapter 44, Section 8(7C) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and that the Board of Water Commissioners be authorized to contract for the accomplishment of the foregoing purpose, including the expenditure of all appropriated funds and any funds received from the Commonwealth of Massachusetts or other sources for such project.

Quantum of Town Meeting Vote: 2/3's Majority

ARTICLE 6: FUNDING SENIOR CENTER FEASIBILITY Mover: Peter Cunningham

MOTION: I move that the Town vote to transfer the sum of \$20,000 from the Excess and Deficiency Fund (Free Cash), in addition to the amount appropriated under Article 7 of the 2016 Spring Town Meeting, to be expended by the Town Manager, for the purpose of retaining a consultant(s) to conduct a feasibility/assessment study to determine the future needs of the Groton Senior Center, including whether a new facility is needed, and all costs associated and related thereto.

Quantum of Town Meeting Vote: Majority

ARTICLE 7: ACCEPT M.G.L. CHAPTER 200A, §9A Mover: Anna Eliot

MOTION: I move that the Town vote to accept the provisions of Massachusetts General Laws Chapter 200A, §9A, to establish a procedure that would allow the Town Treasurer to dispose of abandoned funds held in the custody of the Town.

Quantum of Town Meeting Vote: Majority

ARTICLE 8: PURCHASE VEHICLE FOR THE POLICE CHIEF Mover: Peter Cunningham

MOTION: I move that the Town vote to transfer the sum of \$50,000 from the Stabilization Fund, to be expended by the Town Manager, for the purpose of purchasing and equipping a new vehicle for the Police Chief, and all costs associated and related thereto.

Quantum of Town Meeting Vote: 2/3's Majority

ARTICLE 9: AUTOMATIC DOOR OPENERS AT TOWN HALL Mover: Jack Petropoulos

MOTION: I move that the Town vote to transfer the sum of \$5,000 from the Excess and Deficiency Fund (Free Cash), to be expended by the Town Manager, to install automatic door openers at the Groton Town Hall, and all costs associated and related thereto.

Quantum of Town Meeting Vote: Majority

ARTICLE 10: OPERATIONAL AUDIT - TOWN OPERATIONS Mover: Barry Pease

MOTION: I move that the Town vote to transfer the sum of \$45,500 from the Excess and Deficiency Fund (Free Cash), to be expended by the Town Manager, to pay for the cost of conducting an audit of Town operations and all costs associated and related thereto.

Quantum of Town Meeting Vote: Majority

ARTICLE 11: OPERATIONAL AUDIT - GDRSD OPERATIONS Mover: Anna Eliot

MOTION A: I move that the Town vote to transfer the sum of \$0 from the Excess and Deficiency Fund (Free Cash), to pay for Groton's share of the cost of conducting an audit of the Groton Dunstable Regional School District's operations and all costs associated and related thereto.

MOTION B: I move that Article 11 be indefinitely postponed.

Quantum of Town Meeting Vote: Majority

ARTICLE 12: BOILER AT FLORENCE ROCHE Mover: Joshua Degen

MOTION: I move that the Town vote to transfer the sum of \$80,000 from the Excess and Deficiency Fund (Free Cash), to be expended by the Town Manager, to replace the boiler at the Florence Roche Elementary School, and all costs associated and related thereto.

Quantum of Town Meeting Vote: Majority

ARTICLE 13: INSTALL SCALE AT THE TRANSFER STATION Mover: Peter Cunningham

MOTION: I move that the Town vote to transfer the sum of \$15,000 from the Excess and Deficiency Fund (Free Cash), to be expended by the Town Manager, to install a scale at the Transfer Station that will be used to weigh bulk items brought into the Transfer Station for disposal, and all costs associated and related thereto.

Quantum of Town Meeting Vote: Majority

ARTICLE 14: CPA FUNDING RECOMMENDATIONS

Mover: Bruce Easom

Williams Barn Improvement

I move that the Town vote, pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate the sum of \$20,000 from the Community Preservation Fund Historic Reserve and to appropriate the sum of \$25,000 from the Community Preservation Fund Unallocated Reserve for a total of \$45,000 to fund Community Preservation Application 2017-07 "William Barn Improvement".

Quantum of Town Meeting Vote: Majority

ARTICLE 15: ACCEPT CRYSTAL SPRING LANE

Mover: Anna Eliot

MOTION A: I move that the Town vote to accept as a public way the roadway known as Crystal Spring Lane.

MOTION B: I move that Article 11 be indefinitely postponed.

Quantum of Town Meeting Vote: Majority

REPORT OF THE TOWN MANAGER TO THE 2016 FALL TOWN MEETING

The 2016 Fall Town Meeting Warrant contains several warrant articles that seek appropriations, some of which may affect the Tax Rate and some of which will have no further impact on taxes. The purpose of this report is to provide the residents and taxpayers with a summary of these articles and what impact they will have on the Fiscal Year 2017 Tax Rate.

As you will recall, the 2016 Spring Town Meeting voted a budget of \$34,615,738, which was right at the levy limit based on our best estimate of revenues at that time. Since that time, we have begun to get a better picture of our estimates. Most importantly, in July, the Commonwealth finalized its budget and provided the Town with its final State Aid Estimates. Further, the Assessors continue to work toward the finalization of the Town's new growth figure. They should have it certified by the end of October. At this time, I am pleased to say that both of these amounts have come in essentially on budget, with slight increases in overall anticipated revenues. The following chart provides the difference between what was originally estimated and what we are estimating at this time:

	<u>Original</u>	<u>Current</u>	<u>Difference</u>
State Aid	\$ 863,722	\$ 860,020	\$ (3,702)
State Charges	\$ 100,000	\$ 87,303	\$12,697
Snow & Ice Deficit	\$ 100,000	\$ 79,418	\$20,582
Off-Set Receipts	\$ 21,000	\$ 18,147	\$ 2,853
Property Tax Levy	\$30,257,066	\$30,257,066	\$ 0
Local Receipts	\$ 3,715,950	\$ 3,727,770	<u>\$11,820</u>
Additional Revenues			\$ 44,250

With these revised estimates, the approved budget is now \$44,250 under the levy limit. Since the original budget was voted, there are a few issues that require attention. Article 2 of the Warrant proposes to amend the original budget in some line items. These amendments will have no impact on the Tax Rate for Fiscal Year 2017, since the additional revenues come from reductions in State Aid Offsets, a lower Snow and Ice Deficit than originally estimated and an increase in estimated receipts. The overall levy limit will remain the same. In addition, the Department of Revenue has certified the Town's Free Cash at \$1,219,850. Free Cash is proposed to fund several of the Articles contained in the Warrant. The use of "Free Cash" will not impact the tax rate.

The following is a summary of Warrant Articles requesting funding:

Article 1:	Unpaid Bills	Amount Requested: \$291
	Stanley Elevator Company -	\$291
	Total	\$291

Article 2: Budget Amendments

Amount Requested: \$44,250

The proposed funding for this Article will come from taxation and may impact the Tax Rate (at the conclusion of the summary and explanation will be a chart showing the impact on the FY 2017 Tax Rate). The following is a breakdown of the requests, followed by an explanation:

<u>Line Item</u>	<u>Original Appropriation</u>	<u>New Appropriation</u>	<u>Difference</u>
Board of Assessor Expenses	\$ 24,135	\$ 29,135	\$ 5,000
Insurance and Bonding	\$190,000	\$200,000	\$10,000
Police Salaries	\$308,026	\$316,010	\$ 7,984
Municipal Buildings Expenses	\$267,350	\$280,850	\$13,500
Country Club Expenses	<u>\$123,789</u>	<u>\$131,555</u>	<u>\$ 7,766</u>
Total	\$913,300	\$957,550	\$44,250

Explanation of Requests

Board of Assessor Expenses - \$5,000

The Town is required to complete a full revaluation of all real and personal property every three years. The Town is required to conduct this revaluation in Fiscal Year 2017. The Board of Assessors and their staff complete the residential property revaluation without any outside assistance. An outside consultant is hired to assist in the revaluation of commercial and industrial property. An earlier appropriation of \$16,000 provided the funding for this portion of the revaluation. Due to the technicalities associated with the Personal Property Revaluation, the Principal Assessor has requested that a consultant be brought in to assist with this revaluation as well. Due to an error in calculating the Fiscal Year 2017 Board of Assessors Expense Budget, the amount needed for this (\$5,000) was inadvertently left out of the budget. The purpose of this appropriation is to provide the necessary funding to retain the consultant's services for the revaluation of Personal Property.

Board of Selectmen: *Recommended Unanimously*
Finance Committee: *Recommended Unanimously*

Insurance and Bonding - \$10,000

The Town's Insurance Budget, which covers Workers' Compensation and Property and Casualty Insurance, is set in December and voted at the Spring Town Meeting in April. The final rates are not known until June. When the budget is developed an estimate from the insurance carrier of the actual cost is used. This year, the workers' compensation rates and property insurance came in higher than anticipated. To meet the Town's insurance premiums, an additional \$10,000 is needed.

Board of Selectmen: *Recommended Unanimously*
Finance Committee: *Recommended Unanimously*

Police Salaries - \$7,984

In July, 2016, the Board of Selectmen voted to renew the Employment Agreement with the Police Chief for an additional three (3) year term effective from July 1, 2016 through June 30, 2019. The Board agreed to a salary of \$137,000 in Fiscal Year 2017. In order to meet this salary, an additional \$7,984 is needed in the Police Salary Line Item. This appropriation will provide the necessary funding to meet the first year of the new Agreement.

Board of Selectmen: *Recommended Unanimously*
Finance Committee: *Recommended Unanimously*

Municipal Building Expenses - \$13,500

During the development of the Fiscal Year 2017 Operating Budget, the DPW Director had requested the creation of another full time custodian position to help maintain Town buildings and provide additional coverage at the Transfer Station. This work had been accomplished in the past by a private contractor. In Fiscal Year 2016, the private contractor was paid from a variety of funds, including funding from Building Maintenance Expenses. When the position was added to the FY 2017 Budget, the funding from the expense line was eliminated and transferred to the Building Maintenance Wage Line to offset the cost of the new position. While Town Meeting approved the creation of the new position, it was made contingent on the successful approval of a Proposition 2½ Override. With the defeat of the override, funding for the full time custodian was eliminated from the budget. However, the work done by the private contractor to maintain Town Buildings and provide additional support at the Transfer Station is still needed. This funding request would restore money needed to keep the private contractor in the budget for FY 2017.

Board of Selectmen: *Recommended Unanimously*
Finance Committee: *Recommended Unanimously*

Country Club Expenses - \$7,766

In May, 2016, the Country Club had its annual inspection and test of the fire alarm system in the Function Hall. The testing company found several issues with the system and has recommended that it be replaced. The fire alarm is having a problem syncing up to the strobe light system and a random NAC (based signal trouble) error that cannot be cleared correctly. The cost to replace the system is \$7,766 and will assure that it passes future inspections. Due to its use, the Function Hall must have a properly working fire alarm system. The new system, once installed, will use a cellular signal which will allow the Town to cancel the dedicated phone line currently used to communicate with the Communications Center. This will save the Town \$500 annually.

Board of Selectmen: *Recommended Unanimously*
Finance Committee: *Recommended Unanimously*

The funding for the requests (\$44,250) under this Article come from the overall tax levy. However, since there was no increase in the overall levy limit, there will be no impact on the FY 2017 Tax Rate. The impact on the FY 2017 Tax Rate is as follows:

Original Budget -	\$34,615,738
Original Levy Capacity Used -	\$30,257,066
Amount Under the Levy Limit -	\$0
Original Proposed Tax Rate -	\$19.35
Average Tax Bill -	\$7,740 or \$228 increase over FY 2016
New Proposed Budget -	\$34,659,988
New Levy Capacity Used	\$30,257,066
Amount Under the Levy Limit -	\$0
New Proposed Tax Rate -	\$19.35
Average Tax Bill -	\$7,740 or \$228 increase over FY 2016

Article 3 – Capital Stabilization Fund

Amount Requested: \$400,000

The Fund has a balance of \$129,704. The financial management goal is to achieve and maintain a balance in the Capital Stabilization Fund equal to 1.5% of the total annual budget. To meet this level and provide adequate funding to meet the anticipated Fiscal Year 2018 Capital Budget, the Town will need to add \$400,000 to the fund. This funding will come from Free Cash and not affect the Tax Rate.

Article 4 – Offset the Tax Rate

Amount Requested: \$400,000

After reviewing all of the other financial commitments contained in the Warrant for the 2016 Fall Town Meeting, the Board of Selectmen has voted to recommend that the Town Meeting vote to transfer \$400,000 from Free Cash to offset the Fiscal Year 2017 Tax Rate. This amount will reduce the tax rate by \$0.26 and reduce the average tax bill (a home valued at \$400,000) by \$104.

Article 5 – Transfer Money to Water Enterprise

Amount Requested: \$510,000

From the Summary in the Warrant: This article requests that the sum of \$110,000 be transferred from the Water Enterprise Fund Surplus to the Fiscal Year 2017 Water Department's General Expense for the mechanical cleaning of the Whitney Pond Well #1 and Whitney Pond Well #2, the mechanical cleaning of the Baddacook Well and for engineering services related to electrical upgrades and pump and motor improvements at the Whitney Pond Well. In addition, it further requests that the Board of Water Commissioners be authorized to borrow the sum of \$400,000, to be raised through water rates, for Electrical Upgrades and Pump and Motor improvements at the Whitney Pond Well.

Article 6 – Design Funding for a New Senior Center Amount Requested: TBD

From the Summary in the Warrant: The 2016 Spring Town Meeting appropriated funding to hire a consultant to conduct a feasibility study to determine the long term needs of Groton’s Senior Center. At the completion of the initial study, it was determined that further study of the Prescott School is needed before making a final determination on the location of a new Senior Center. Specifically, the Council on Aging’s Feasibility Oversight Committee has voted to seek further funding for the sole purpose of getting additional hard cost estimates on Prescott School, specifically for the renovation that meets the requirements of the Council on Aging’s Senior Center plans as defined in the Site and Building Analysis and other related documents; study the possibility of secondary road access at the Prescott School; examine emergency shelter adaptability as defined by Groton’s Fire and Police Chiefs respectively; and determine ADA universal adaptability. Once a determination is made, with the approval of the Board of Selectmen and Finance Committee, a Special Town Meeting would be called in January, 2017 to appropriate the design/bid funding to bring bids in hand on the final solution for a new Senior Center to the 2017 Spring Town Meeting. The amount requested under this Article will be presented to the Spring Town Meeting. The funding will come from Free Cash and not affect the Tax Rate.

Article 8 – Purchase New Vehicle for Police Chief Amount Requested: \$50,000

From the Summary in the Warrant: This is a scheduled replacement for a new fully equipped vehicle for the Chief of Police. The current Chief’s vehicle will be used to replace an older cruiser that will be removed from the fleet. This funding will come from the Stabilization Fund and not affect the Tax Rate.

Article 9 – Install Automatic Door Openers Amount Requested: \$5,000

From the Summary in the Warrant: The Commission on Accessibility has completed a town wide study of municipal properties to determine deficiencies in accessibility. Due to the fact that both the front and rear doors of the Town Hall are heavy and difficult for people to open, especially for individuals with walkers or in wheelchairs, the Commission on Accessibility is recommending that the Town install automatic door openers on both doors. Automatic door openers were installed at the Library last year and have been very successful on addressing this concern. This funding will come from Free Cash and not affect the Tax Rate.

Article 10 – Funding for Town Operations Audit Amount Requested: \$45,000

From the Summary in the Warrant: In May, the Board of Selectmen appointed a Sustainable Budget Study Committee to look at the long range sustainability of the Town’s Operating Budget. One of the outcomes of this Committee’s work was to recommend a top to bottom audit of the Town’s operations. The purpose of the Audit will be to identify the strengths and opportunities of the Town’s organizational structure, including an assessment of the allocation of personnel, monetary and equipment resources culminating in recommendations that will improve the organizational effectiveness and efficiency in the delivery of Town services. This funding will come from Free Cash and not affect the Tax Rate.

Article 11 – Funding for GDRSD Operations Audit

Amount Requested: TBD

This Article was originally placed on the Warrant as a place holder in the event funding from the Town of Groton was needed to pay for the Audit. Recently it has been brought to the Town’s attention that the Regional School District would cover the entirety of this cost and no additional funding would be needed. This article may be withdrawn at Town Meeting.

Article 12 – New Boiler at Florence Roche School

Amount Requested: \$80,000

From the Summary in the Warrant: There are two boilers at the Florence Roche School. The oil-fired forced hot water boiler, which was manufactured in 1995, is in good operating condition. The Weil McLain gas-fired steam boiler that was manufactured in 1988 needs to be replaced this fall. It continues to leak and it is doubtful that the boiler will operate satisfactorily throughout the winter months. The estimated cost of replacement is \$80,000. The School District is in the process of soliciting bids for this replacement and should have exact costs at Town Meeting. Should Town Meeting approve funding for this replacement, it is expected to be installed by November 4, 2016. This funding will come from Free Cash and not affect the Tax Rate.

Article 13 – Install Scale at Transfer Station

Amount Requested: \$15,000

From the Summary in the Warrant: The purpose of this article is to purchase a used scale from a local business that is closing down. It is a truck scale that will weigh up to 100,000 pounds. The Town charges customers to dump material at the transfer station by weight and right now weights are estimated and are not very accurate. With a scale the DPW will be able to charge appropriately and be guaranteed not to be shorted any revenue. The DPW will also be able to weigh trucks going out with recyclables and ensure the Town is getting the right payment for materials. There is also potential for revenue by charging people to weigh at a certified scale, which is something the current owner of the item does. This is something the Town has been looking at for years. This funding will come from Free Cash and not affect the Tax Rate.

Article 14 – Community Preservation Funding

Amount Requested: \$45,000

From the Summary in the Warrant: The Williams Barn is a historic Town-owned building on Chicopee Row dating from about 1840. In early 2016, it was noticed that a portion of the northern basement stone wall of the Williams Barn had collapsed. A structural engineer was brought in to determine the best repair method. It is recommended the existing stones be removed and additional structural features be added. Once completed, the stone wall will be re-installed as close to original as possible. Providing these additional elements to the wall will make the repair last longer. This funding will come from the Historic Preservation Reserve of the Community Preservation Act and not affect the Tax Rate.

Respectfully submitted,

Mark W. Haddad

Mark W. Haddad
Town Manager



Groton Town Meeting Amendment Work Sheet

Select one sections ONLY by marking the box.
Please print neatly and cross through all words that do not apply.

I move to amend the {main motion | amendment}

by striking the words _____

and by substituting the words _____

I move to amend the {main motion | amendment}

by striking in its entirety {Section | Paragraph} # _____

and by substituting in its place the following: {Section | Paragraph} # _____

I move to amend the {main motion | amendment}

by adding the following {words | sentence | paragraph} _____

after the words _____

Name (printed): _____ Signature: _____

Street: _____ Date: _____

See instructions and information on reverse

Continuation

Instructions for using this form:

- Neatly print all information.
- Select the shaded section to be used by marking the check box.
- In the selected section, cross through all words that are not to be part of the amendment.
- Fill in the identification information and signature at the bottom of the form.
- Request to be recognized by the Moderator and then move the amendment by reading the completed form.
- Present the completed and signed form to the Moderator.

From the *Groton Town Meeting Procedures* booklet:

Amendments

If a voter wished to change a motion in some fashion, the procedure is to amend the motion. All motions to amend must be in writing and must state exactly how the voter wishes to change the motion so that the Moderator can know exactly what it is the voter wants to do before ruling on the motion or putting it to a vote. A voter who wishes to amend a *main motion* must have the amendment in writing and available to hand to the Moderator *before* rising to offer the amendment. The Moderator may refuse to put to the Meeting an amendment which is not immediately available in writing – the Moderator also will rule out of order an motion to amend which changes the original motion so drastically that, in the Moderator’s opinion, the motion is no longer within the “four corners” of the article.

An amendment may consist of adding, deleting, or substituting words in the motion. It may take the form of a “motion to substitute”: a different motion. Sometimes a speaker tries to amend “the article,” but this is improper language. It is the motion on the floor, not the article on the Warrant, that is to be amended.

A motion to amend requires only a majority vote, even though the motion to be amended may require two-thirds or more for final passage.

General Information:

- An amendment may be made to modify either the main motion already on the floor or another amendment that has been previously moved.
- All motions to amend must be presented to the Moderator in writing.
- All amendment must keep the amended motion within the general scope of the originally posted warrant article. This is referred to as “within the four corners” of the article.
- Town counsel may be asked to review an amendment and present an opinion on the legality of the amendment prior to being accepted by the Moderator for consideration by town meeting.
- Amendments should (if possible) be carefully written and reviewed prior to town meeting.
- It is strongly recommended that the Moderator be made aware of the intention to present an amendment well before the start of Town Meeting or as soon as possible within Town Meeting.**