



# Town of Arlington

**John D. Leone, Moderator**  
51 Irving St.  
Arlington, Massachusetts 02476  
Telephone: (781)-648-2345  
(781)-641-3546  
[JLeone@town.arlington.ma.us](mailto:JLeone@town.arlington.ma.us)

January 29, 2018

RE: Town Meeting Procedures  
Special Town Meeting - February 12, 2018

Dear Town Meeting Members:

Welcome to the Town of Arlington's Fiscal Year 2018 February Special Town Meeting. As you can see the Warrant contains six substantive Articles. It is everyone's desire that this meeting be conducted as expeditiously and efficiently as possible, please fully prepare in advance. The Girl Scout's will have box of their cookies for sale in the front lobby, and Minuteman HS students will be selling refreshments. We will commence the meeting promptly at 8:00 p.m, with the singing of the National Anthem and then we will proceed directly to the Articles.

Only those boards, committees, and commissions whose charge directly concerns the Warrant Articles at hand will present a report under Article 1. We will not be entertaining any announcements or resolutions as they are not provided for under the Warrant. The Special Town Meeting will of course be conducted in accordance with Massachusetts General Laws, our Town By-Laws, traditions, customs and practices and *Town Meeting Time*. We will be using our electronic tally and display system for casting votes. At the end of the night turn your handset in, do not take it home.

Article 2 is very extensive and important as it is a complete recodification of our Zoning Bylaw and will impact our town for years to come. After many months of work and numerous public meetings, the ARB submitted the final draft of the Recodification of the Zoning Bylaw on January 22<sup>nd</sup>, it is now posted on Town Meeting's webpage. **If you are planning on making a substitute motion, or a substantial amendment, it is required that you submit it prior to February 5<sup>th</sup>, 2018** for distribution to the Town Meeting Members. This is a deviation from the usual 48-hour rule, but due to the complexity of the Zoning Bylaws recodification, and the extended comment period provided by the ARB, I believe it is fair to your fellow Town Meeting Members and necessary for them to fully prepare. Please e-mail your substitute motions and amendments to both Town Counsel, Doug Heim at [DHeim@Town.Arlington.MA.US](mailto:DHeim@Town.Arlington.MA.US) and to me at [JLeone@Town.Arlington.MA.US](mailto:JLeone@Town.Arlington.MA.US) for legal review and to allow for a determination, by me, on the scope of the motion. Be sure to place a signed copy on each member's chair and provide the original and two copies to the Moderator.

All motions will be circulated on the *Town Meeting Members* list serve as well as posted on the town meeting webpage, [www.arlingtonma.gov/town-governance/town-meeting](http://www.arlingtonma.gov/town-governance/town-meeting). If you have not signed up for the list you can easily subscribe/unsubscribe by visiting: <http://arlingtonma.gov/communications-center/email-subscription-lists>. At the bottom of the page select the "*Town Meeting Members*" box to subscribe.

Sincerely

John D. Leone  
Moderator