

**WARRANT FOR
ANNUAL TOWN MEETING
AND
SPECIAL TOWN MEETING**

ELECTION

Saturday, April 5, 2014



**ANNUAL TOWN MEETING
Monday, April 28, 2014**

**SPECIAL TOWN MEETING
Wednesday, April 30, 2014**

TOWN OF ARLINGTON

**TOWN WARRANT
THE COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To the Constables of the Town of Arlington, in said County:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Arlington qualified to vote in elections, to meet at the polling places designated for the several Precincts in said Town on

**SATURDAY
THE FIFTH OF APRIL 2014**

at eight o'clock in the forenoon, to act on the following articles, namely:

ARTICLE 1 TO ELECT BY BALLOT:

- A) One Town Clerk for three years**
- B) One Treasurer for three years**
- C) Two Selectmen for three years**
- D) One Assessor for three years**
- E) Three School Committee Members for three years**
- F) One Member of the Arlington Housing Authority for five years**

Also, in accordance with the provisions of Chapter 43A of the General Laws, the number of Town Meeting Members hereinafter specified:

- PRECINCT 1 - Four for three years;**
- PRECINCT 2 - Four for three years; Two for two years (to fill vacancies),**
- PRECINCT 3 - Four for three years;**
- PRECINCT 4 - Four for three years;**
- PRECINCT 5 - Four for three years;**
- PRECINCT 6 - Four for three years;**
- PRECINCT 7 - Four for three years;**
- PRECINCT 8 - Four for three years;**
- PRECINCT 9 - Four for three years;**
- PRECINCT 10 - Four for three years;**
- PRECINCT 11 - Four for three years;**
- PRECINCT 12 - Four for three years;**
- PRECINCT 13 - Four for three years; One for two years (to fill a vacancy), One for one year (to fill a vacancy);**
- PRECINCT 14 - Four for three years;**
- PRECINCT 15 - Four for three years;**
- PRECINCT 16 - Four for three years;**
- PRECINCT 17 - Four for three years;**
- PRECINCT 18 - Four for three years;**
- PRECINCT 19 - Four for three years; Two for two years (to fill vacancies),**
- PRECINCT 20 - Four for three years; One for two years (to fill a vacancy),**

PRECINCT 21 - Four for three years; One for one year (to fill a vacancy).

For these purposes, the polls will be opened at eight o'clock A.M. and remain open until eight o'clock P.M., at each of the polling places designated, viz.:

- Precinct 1 Thompson School, 187 Everett Street
- Precinct 2 Hardy School, entrance on Brooks Avenue
- Precinct 3 Thompson School, 187 Everett Street
- Precinct 4 Hardy School, entrance on Brooks Avenue
- Precinct 5 Thompson School, 187 Everett Street
- Precinct 6 Hardy School, entrance on Brooks Avenue
- Precinct 7 Chestnut Manor, entrance on Chestnut Terrace
- Precinct 8 Town Hall, entrance on Massachusetts Avenue
- Precinct 9 Chestnut Manor, entrance on Chestnut Terrace
- Precinct 10 Town Hall, entrance on Massachusetts Avenue
- Precinct 11 Bishop School, entrance on Stowcroft Road
- Precinct 12 Brackett School, entrance on Eastern Avenue
- Precinct 13 Stratton School, entrance on Mountain Avenue
- Precinct 14 Brackett School, entrance on Eastern Avenue
- Precinct 15 Stratton School, entrance on Mountain Avenue
- Precinct 16 Dallin School, entrance on Florence Avenue
- Precinct 17 Stratton School, entrance on Mountain Avenue
- Precinct 18 Dallin School, entrance on Florence Avenue
- Precinct 19 Peirce School, entrance on Newland Road
- Precinct 20 Park Avenue Congregational Church, entrance on Paul Revere Road
- Precinct 21 Peirce School, entrance on Newland Road

You are also required to notify and warn the said inhabitants to meet at the Town Hall in said Town on Monday the 28th day of April, 2014, at eight o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members, in accordance with and subject to the referenda provided for by Chapter 43A of the General Laws.

ARTICLE 2

STATE OF THE TOWN ADDRESS

To hear the Chair of the Board of Selectmen review important events in the past year in Arlington and preview expectations for next year.

(Inserted at the request of Vision 2020)

ARTICLE 3

REPORTS OF COMMITTEES

To receive, hear, and act upon the reports of the Board of Selectmen, Finance Committee, Redevelopment Board, and other committees, commissions, and boards heretofore appointed, including, without limitation: Permanent Town Building Committee (April 23, 1969), Vision 2020 Standing Committee (June 8, 1992), Commission on Disability (May 3, 1993), School Facilities "Working Group" (May 4, 1994), Bylaw Recodification Study Committee (May 9, 1994), Affordable Housing Task Force (May 3, 1999), Uncle Sam Committee (May 17, 1999), Maintenance Study Committee (May 1, 2000), Alewife Brook Advisory Committee (May 15, 2000), Community Preservation Act Study Committee (May 21, 2001), Power Company Feasibility Committee (May 6, 2002), Community-Based Health Insurance Study Committee

ARTICLE 10 HOME RULE LEGISLATION/CEMETERY COMMISSION

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation to amend the Town Manager Act to allow direct election of the Cemetery Commission upon a positive vote of the electorate; or take any action related thereto.

(Inserted at the request of Stephen Harrington and ten registered voters)

ARTICLE 11 BYLAW AMENDMENT/TOWN MEETING ELECTRONIC VOTING

To see if the Town will vote to amend the Town Bylaws to amend the criteria for requiring a display of the results of an electronic tally and the quantum of vote at Town Meeting; or take any action related thereto.

(Inserted at the request of the Town Meeting Electronic Voting Study Committee)

ARTICLE 12 BYLAW AMENDMENT/MOUNT PLEASANT CEMETERY PARKING RESTRICTIONS

To see if the Town will vote to amend the Bylaws to restrict parking in Mount Pleasant Cemetery; or take any action related thereto.

(Inserted at the request of Stephen Harrington and ten registered voters)

ARTICLE 13 BYLAW AMENDMENT/POET LAUREATE

To see if the Town will vote to approve a bylaw creating the honorary position of Poet Laureate of Arlington; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 14 BYLAW AMENDMENT/PUBLIC MUSIC

To see if the Town will vote to amend Title III, Article 1, Section 18 (“Public Music”) to take steps to encourage, enable and regulate artistic performances in public ways, including music; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 15 BYLAW AMENDMENT/CULTURAL COMMISSION

To see if the Town will vote to amend the Town Bylaws to rename the Cultural Commission; or take any action related thereto.

(Inserted at the request of Stephanie Marlin-Curiel, Arlington Cultural Commission and ten registered voters)

ARTICLE 16 BYLAW AMENDMENT/55 VENNER ROAD/REMOVAL OF EASEMENT RESTRICTION

To see if the Town will vote to abandon the easement/building lines at 55 Venner Road as taken and established on April 6, 1942 and recorded at Middlesex South Registry of Deeds Book 6591, page 1 and as shown on a Plan filed with the taking being Plan No. 213 of 1942, determine the contingencies that will be attached to said release; or take any action related thereto.

(Inserted at the request of Denise Long and ten registered voters)

ARTICLE 17 BYLAW AMENDMENT/SECOND WATER METER

To see if the Town will vote to amend the Town Bylaws to allow for the installation of a second water meter to measure water usage going through a permanently installed and Town of Arlington

inspected backflow device feeding an in ground sprinkler system for landscape and gardening purposes that is controlled by a timer system and regulated by a rain delay gauge in order to conserve water; or take any action related thereto.

(Inserted at the request of Gary Tibbetts and ten registered voters)

ARTICLE 18 **BYLAW AMENDMENT/LAKE STREET SIGNS**

To see if the Town will vote to amend signs on Lake Street to allow residents to turn right at Wilson Avenue, Littlejohn Street and Homestead Road, 4-7 p.m. Monday through Friday; or take any action related thereto.

(Inserted at the request of Leslie Bennett and ten registered voters)

ARTICLE 19 **BYLAW AMENDMENT/ENFORCEMENT (JUNK CARS)**

To see if the Town will vote to amend the Town Bylaws to authorize the Board of Health to enforce Title V, Article 2 of the Town Bylaws (“Junk Cars”); or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 20 **BYLAW AMENDMENT/TAR SANDS OIL FREE ARLINGTON**

To see if the Town will vote to amend the Town Bylaws to prohibit the sale of products containing tar sands oil within our Town; or take any action related thereto.

(Inserted at the request of Gina Sonder and ten registered voters)

ARTICLE 21 **AMENDMENTS TO THE DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

To see if the Town will vote, consistent with Section VII of the existing “Agreement With Respect to the Establishment of a Technical and Vocational Regional School District” for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a majority of the Regional School Committee and which have been submitted to the Board of Selectmen of each member town prior to its vote on this article.

(Inserted at the request of Minuteman Regional Vocational School District Committee)

ARTICLE 22 **ACCEPTANCE OF LEGISLATION/COMMUNITY PRESERVATION ACT**

To see if the Town will vote to accept Sections 3 to 7, inclusive, of Chapter 44B of Massachusetts General Laws, the Community Preservation Act, to establish a dedicated funding source to enable the Town to, including without limitation: (1) acquire and preserve open space; (2) create and restore land for recreational uses; (3) preserve and rehabilitate historic buildings and sites; and (4) create and support affordable housing; to determine and approve a surcharge on real property for the purposes permitted by said Act; to determine whether the Town will accept any of the exemptions from such surcharge permitted by the Act; or take any action related thereto.

(Inserted at the request of Susan Stamps and ten registered voters)

ARTICLE 23 **ACCEPTANCE/LOCAL OPTION TAXES**

To see if the Town will vote to accept any local option taxes or other revenue raising options, which are made available to cities and towns through enactments of the legislature, by state regulation or court action; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 24

ENDORSEMENT OF CDBG APPLICATION

To see if the Town will vote to endorse the application for Federal Fiscal Year 2015 prepared by the Town Manager and the Board of Selectmen under the Housing and Community Development Act of 1974 (PL 93-383) as amended; or take any action related thereto.

(Inserted by the Board of Selectmen and at the request of the Town Manager)

ARTICLE 25

REVOLVING FUNDS

To see if the Town will vote to reauthorize revolving funds established under various previous votes of the Town, to hear or receive a report concerning the receipts and expenditures of same, to establish new revolving funds or to amend the votes under any previously adopted revolving funds, to appropriate a sum of money to fund same, to determine how the money shall be raised or expended; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 26

COLLECTIVE BARGAINING

To see if the Town will vote to fund any fiscal items in the event that any are contained in collective bargaining agreements between the Town and the following named collective bargaining units, and to fund for non-union, M Schedule, and elected officials' salaries or fringe benefits, determine how the money shall be raised and expended; or take any action related thereto:

- A. Local 680, American Federation of State, County and Municipal Employees;
- B. Service Employees International Union (formerly NAGE);
- C. Robbins Library Professional Association;
- D. Local 1297, International Association of Firefighters;
- E. Arlington Patrolmen's Association;
- F. Arlington Ranking Police Officers' Association;
- G. M Schedule and non-union employees; and
- H. Full-time elected officials.

(Inserted at the request of the Town Manager)

ARTICLE 27

POSITIONS RECLASSIFICATION

To see if the Town will vote to make additions, deletions and/or modifications to the Classification and Pay Plan, appropriate a sum of money to fund same if necessary, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Human Resources)

ARTICLE 28

APPROPRIATION/TOWN BUDGETS

To see if the Town will vote to make appropriations to defray Town obligations, liabilities, outlay and expenses and especially for or relating to all or any of the boards, departments, purposes and matters hereinafter mentioned, and to provide for the disposal of motor vehicles and other personal property belonging to the Town, determine how the money shall be raised and expended; or take any action related thereto: Finance Committee, Board of Selectmen, Town Manager, Human Resources, Comptroller, Information Technology, Town Treasurer and Collector of Taxes, Assessors, Legal and Workers' Compensation, Town Clerk, Registrars, Planning and Community Development, Redevelopment Board, Parking, Zoning Board of Appeals, Public Works, Cemeteries, Community Safety, School Department, Libraries, Human Services, Insurance, Non-Contributory Pensions, Contributory Pensions, Town Debt and Interest, Reserve Fund, and/or any

ARTICLE 34

APPROPRIATION/MINUTEMAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

To see if the Town will vote to appropriate a sum of money for the purpose of paying the Town’s apportioned share of the operating and maintenance costs, including capital costs, of the Minuteman Regional Vocational Technical High School, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of Minuteman Regional Vocational School District Committee)

ARTICLE 35

APPROPRIATION/COMMITTEES AND COMMISSIONS

To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of various committees, commissions, and boards of the Town, determine how the money shall be raised; provided that any funds appropriated hereunder shall remain under the jurisdiction of said entities until expended at their direction, unless otherwise appropriated by the Town Meeting; the entities included hereunder, without limitation, are: Arlington Historical Commission, Arlington Recycling Committee, Avon Place Historic District Commission, Broadway Historic District Commission, Central Street Historic District Commission, Mt. Gilboa/Crescent Hill Historic District Commission, Jason/Gray Historic District Commission, Pleasant Street Historic District Commission, Russell Historic District Commission, Conservation Commission, Capital Planning Committee, Commission on Disability, Personnel Board, Public Memorial Committee, Human Rights Commission, Arlington Committee on Tourism and Economic Development, Vision 2020, Transportation Advisory Committee and any other Town Committee or Commission; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 36

APPROPRIATION/TOWN CELEBRATIONS

To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of the Town Manager for the following celebrations and memorials, determine how the money shall be raised and expended; or take any action related thereto:

- Veterans’ Day Parade
- Memorial Day Observation and the Patriots’ Day Celebration
- Display of American Flags on Massachusetts Avenue
- Placing of American Flags on the Graves of Veterans

(Inserted at the request of the Town Manager)

ARTICLE 37

APPROPRIATION/MISCELLANEOUS

To see if the Town will vote the following:

Legal Defense – To appropriate a sum of money to replenish the Legal Defense Fund established under Article 13, Section 5 of Title 1 of the Town Bylaws, Out-Of-State Travel – To appropriate a sum of money for expenses incurred outside the Commonwealth and as described in the General Laws, Chapter 40, Section 5, Paragraph 34, said appropriation to be expended under the direction of the Board of Selectmen and the Town Manager, Indemnification of Medical Costs, to appropriate a sum of money in accordance with the provisions of Chapter 41, Section 100B of the General Laws, to indemnify certain retired Police Officers and Firefighters for all reasonable medical and surgical expenses which they incurred, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 49

ACCEPTANCE OF LEGISLATION/INCREASE MINIMUM ALLOWANCE CONTAINED IN G.L. c. 32, § 12

To see if the Town Meeting will vote to accept the provision of Chapter 176 of the Acts of 2011, Section 29 and 30, to allow the minimum allowance contained in G.L. c. 32, § 12 to be increased from \$250 to \$500 per month; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

ARTICLE 50

APPROPRIATION/LONG TERM STABILIZATION FUND

To see if the Town will make an appropriation to or from the Long Term Stabilization Fund in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 51

APPROPRIATION/OVERLAY RESERVE

To see if the Town will vote to appropriate a sum of money from previous years overlay reserve surplus accounts, determine to what purpose this appropriation shall be made; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 52

TRANSFER OF FUNDS/CEMETERY

To see if the Town will vote to transfer a sum of money to the Cemetery Commissioners for the improvement of Town cemeteries, said sum shall be taken from the Mt. Pleasant Cemetery “Sale of Lots and Graves or Perpetual Care Funds”; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 53

USE OF FREE CASH

To see if the Town will vote to authorize the taking of a sum of money voted for appropriations heretofore made at the Town Meeting under the Warrant and not voted to be borrowed from available funds in the Treasury, and authorize the Assessors to use free cash in the Treasury to that amount in the determination of the tax rate for the Fiscal Year beginning July 1, 2014; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 54

RESOLUTION/TOWN MEETING ELECTRONIC VOTING

To determine if it is the sense of Town Meeting to use an electronic tally and display system for voting in future Town Meetings; or take any action related thereto.

(Inserted at the request of the Town Meeting Electronic Voting Study Committee)

ARTICLE 55

APPROPRIATION/ELECTRONIC TOWN MEETING VOTING EQUIPMENT

To see if the Town will vote to appropriate a sum of money for the purchase or lease of electronic voting equipment for use at Town Meeting, determine how said sum will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Meeting Electronic Voting Study Committee)

ARTICLE 56 APPROPRIATION/ FISCAL STABILITY STABILIZATION FUND

To see if the Town will make an appropriation to or from the Fiscal Stability Stabilization Fund created under Article 65 of the 2005 Annual Town Meeting or any other enabling action of Town Meeting in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

....(SIGNED)
....A true copy.
Attest:

(SIGNED)
DANIEL J. DUNN
DIANE M. MAHON
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.

SELECTMEN
OF THE
TOWN
OF
ARLINGTON

RICHARD BOYLE
CONSTABLE

**Warrant For
SPECIAL TOWN MEETING
Wednesday, April 30, 2014**

**TOWN WARRANT
COMMONWEALTH OF
MASSACHUSETTS**

Middlesex, ss.

To the Constables of the Town of Arlington, in said County:

GREETINGS

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Arlington to meet in the

**TOWN HALL
In said Town on
WEDNESDAY THE 30TH DAY OF APRIL, 2014**

at 8:00 P.M., at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members, in accordance with, and subject to, the referenda provided by Chapter 43A of the General Laws.

ARTICLE 1 **REPORTS OF BOARDS AND COMMITTEES**

To receive, hear, and act upon reports of boards and committees; or take any action related thereto.
(Inserted by the Board of Selectmen)

ARTICLE 2 **HOME RULE LEGISLATION/REQUEST FOR
LEGISLATION/ALL ALCOHOL LICENSES**

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation that would permit the placing on the 2015 Annual Town Election ballot a question to authorize the Board of Selectmen to increase the current number of "all alcohol" restaurant licenses from the current number of 15; or take any action related thereto.
(Inserted by the Board of Selectmen)

ARTICLE 3 **AMENDMENTS TO FY2014 BUDGETS**

To see if the Town will vote to revise various FY2014 appropriations previously voted by the 2013 Annual Town Meeting; or take any action related thereto.
(Inserted at the request of the Town Manager)

ARTICLE 4 **APPROPRIATION/FY2014 COLLECTIVE BARGAINING**

To see if the Town will vote to fund fiscal items contained in collective bargaining agreements negotiated between the Town and the following named collective bargaining units in FY2014, and to fund for non-union, M Schedule, and elected officials' salaries or fringe benefits, determine how the money shall be raised and expended; or take any action related thereto:

- A. Local 680, American Federation of State, County and Municipal Employees;
- B. Service Employees International Union (formerly NAGE);
- C. Robbins Library Professional Association;
- D. Local 1297, International Association of Firefighters;
- E. Arlington Patrolmen’s Association;
- F. Arlington Ranking Police Officers’ Association;
- G. M Schedule and non-union employees; and
- H. Full-time elected officials.

(Inserted at the request of the Town Manager)

ARTICLE 5 CAPITAL BUDGET/CENTRAL FIRE STATION

To see if the Town will vote to appropriate a sum of money for renovations to the Central Fire Station, determine how the money shall be raised and expended, including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 6 APPROPRIATION/PEIRCE ELEMENTARY SCHOOL REPAIR

To see if the Town will vote to appropriate a sum of money from the Municipal Building Insurance Fund for the cost of emergency repairs to the Peirce Elementary School; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 7 TRANSFER OF FUNDS/SPECIAL EDUCATION STABILIZATION FUND

To see if the Town will vote to transfer a sum of money between the Special Education Stabilization Fund and the Arlington Public Schools in accordance with the Provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law; determine how much money should be transferred into or out of such Stabilization Fund; or take any action related thereto.

(Inserted at the request of the Arlington School Committee)

....(SIGNED)
A true copy.
 Attest:

(SIGNED)
 DANIEL J. DUNN
 DIANE M. MAHON
 KEVIN F. GREELEY
 STEVEN M. BYRNE
 JOSEPH A. CURRO, JR.

SELECTMEN
 OF THE
 TOWN
 OF
 ARLINGTON

RICHARD BOYLE
 CONSTABLE

HOW TO VOTE BY ABSENTEE BALLOT

Reasons for voting absentee

You may vote absentee if you are registered and will be unable to vote at the polls on Election Day because of

Absence from the Town
Physical disability
Religious beliefs

Illegal absentee voting is punishable by a fine of up to \$10,000 and up to five years in prison.

Applying for an absentee ballot

You must apply for an absentee ballot from the Town Clerk no later than noon of the day before the election. Applications may be mailed or hand delivered and you may use any form of written communication (letter or postcard) or the official application form.

Include on the application

Your name as registered
Your registration address
Precinct, if you know it
The precise address to which you wish the ballot sent
Your own signature

Requesting to vote by mail

A ballot will be sent to any address you specify including your own home. Be sure to apply early because the ballots must be sent by mail and may be returned by mail or hand delivered.

Requesting to vote in person

If you prefer, you may request to vote in person before Election Day. You may vote at the Town Hall before Election Day at a time arranged with the Clerk, but application for your ballot must be made no later than noon of the day before the election. A voter may apply for an absentee ballot and then vote over-the-counter during the same visit.

Applying to vote if you are absent from the state, in the armed services or a prisoner

Registered and unregistered residents of Massachusetts outside the state and residents on active duty in the armed forces and merchant marine and their spouses or dependents, and prisoners, may vote absentee. They may request an absentee ballot from the Town where they legally reside (if outside the U.S., where they resided last before leaving). In addition, a close relative may apply on their behalf in person at the Town Clerk's Office.

A parent of a registered voter who is a student at a Massachusetts college or university may apply for an absentee ballot on the student's behalf to the Town Clerk where the student is registered.

In all cases, unregistered voters must register in person when they return to the state, since this does not establish permanent registration.

What if I am permanently physically disabled?

If you are permanently physically disabled and cannot cast your vote at the polling place, you may file a letter from your physician with the Town Clerk, stating that you are permanently unable to cast your vote at the polling place because of physical disability. A completed application for an absentee ballot, for you to sign and return, must be mailed by the Town Clerk to you at least 28 days before every primary and election.

NOTE: Voters who are admitted to a health care facility after noon of the fifth day before an election may apply for an absentee ballot up until the polls close on the day of the election (rather than noon the day before the election) and must designate a person to hand deliver and return the absentee ballot.