

Section I - Instructions for completing this questionnaire

1. **The completed Questionnaire is due to Finance Committee at least 5 business days in advance of your scheduled hearing date. Email to: phayes.fincom@natickma.org**
2. Completing the questionnaire as requested is discretionary to the FinCom and is discretionary on the part of the petitioner. There is nothing to compel a petitioner under MGL, the Bylaws or Charter for anything that is requested
3. Finance Committee's request of the Article Sponsor to complete the questionnaire is supported by:
 - a. Section 2-11(e) of the Natick Home Rule Charter which "provide(s) for the establishment of standing committees (*Finance Committee*) to which shall be referred the subject matter of warrant articles for study, review and report in advance of town meeting action."
 - b. And by the Town of Natick By-Laws, Article 23, Section 4 Reports, Recommendations, "The Finance Committee shall consider all matters of business included within the articles of any warrant for a Town Meeting, and shall, after due consideration, report thereon, in print, its recommendation as to each article."
4. FinCom encourages article sponsors to provide complete and comprehensive answers to the questions. Your materials will be distributed to members well in advance of the Public Hearing date. The more specific and relevant information provided on the motion and the action you seek from Town Meeting the more prepared FinCom will be for the actual hearing with you.
 - a. Incomplete questionnaires, questionnaires not submitted on time or submitted in the absence of a prepared motion by the petitioner, WILL cause your hearing to be rescheduled to a later date.
 - b. This may mean that FinCom runs out of time to hear your article before the Finance Committee Recommendation Book closes for print and distribution and therefore there may not be a recommendation for Town Meeting to act on.
5. When ever references are cited (relevant passages from the Natick Charter or By-laws, Massachusetts General Law (M.G.L.), Code of Municipal Regulations or other legislation, survey results, maps, news articles, etc.), or documentation about what other communities have done (known or projected), include them in their entirety with this questionnaire as follows:
 - a. For short citations you may include the content verbatim in the available response space. Please limit this to 500 words or less
 - b. For longer citations or source documents please include them as attachments to the submission. For additional files use a file naming

includes your Article number, the sponsor last name and a short description name for the attachment/file (i.e. Article 27
_Doe_MGL Chapter 61A)

- c. Whenever possible consider using URL links to the original source document in the response or as part of a list of attributions and sources that you provide. FinCom members can link to your provided materials easily and we all save paper and minimize the possibility of misplaced file attachments, etc.

6. An article seeking a change to Zoning By-laws, Town Charter or By-Laws requires:
 - a. Zoning articles must identify the location in Town where the zoning change is to be applicable.
 - b. For FinCom and Town Meeting the Motion you submit for the hearing requires:
 - i. A complete copy of the current Zoning By-Law, Charter or Town By-Law language
 - ii. A complete copy of the proposed final language in the finished form
 - iii. A complete copy of a “red-lined” version of the language showing all changes, mark-ups, etc.
 - iv. All of the above must be provided electronically in advance of the hearing by the due date identified by the FinCom Chair
 - c. A Public Hearing with the Planning Board.
 - i. It is expected that the Planning Board public hearing take place before the FinCom public hearing.
 - ii. Sponsors should contact the Director of Community & Economic Development or the Planning Board Chair to schedule the required hearing.
7. The primary sponsor is expected to be the spokesperson/presenter at the FinCom hearings and at Town Meeting. If the sponsor is not prepared for that role they should be ready to designate someone else
8. Sponsors should review the questions and the prompts in Section II (the next section) in order to prepare their written responses and to understand the information FinCom seeks for the hearing
9. The actual question response template is in Section III.
 - a. Be sure to complete the top section for article #, Title, Sponsor name and email contact information
 - b. Responses should be typed directly in the response field, below the question field.
 - c. The response field will expand as you type.
 - d. Please use 11 or 12 point type
 - e. Use bold, italics and underlines to help focus the reader’s attention to key content.
 - f. Avoid unnecessary formatting and font use
10. Once the Questionnaire is complete the sponsor can:
 - a. Delete Sections I and II entirely and save on Section III. Or, save the entire file and return to Finance Committee to the contact below
 - b. Save the file either as an MSWord document or as an Adobe PDF without any security passwords or restrictions.. The preference is to save in MSWord format.
11. When saving the final version use the following file naming convention: 2017 SATM Response Article (insert your article # without parentheses) Sponsor Name (insert your last name without parentheses) Date Submitted using two digit month, two digit day and four digit year with no spaces, or other

punctuation marks.

- a. Example: 2017 SATM Response Article 28 Hayes 02172017
- b. This file naming convention makes it easier for the Finance Committee to manage the files from all article sponsors and determine which is the most recent submission from each.

Section II - Questions and Additional Prompts

Question	Question	Additional Prompts
1	Provide the article motion exactly as it is intended to be voted on by Town Meeting.	<i>If the motion is long (more than one page) or involves a Zoning By-Law, Natick Home Rule Charter or Natick By-Law change please use additional sheets for the motion and carefully follow the instruction on motions of these types.</i>
2	At a summary level and very clearly, what is the proposed purpose and objective of this Warrant Article and the required Motion?	(Solving a problem through some action, providing new and currently unrealized benefits, extending some tangible existing value to a great level)
3	What does the sponsor gain from a positive action by Town Meeting on the motion?	Does the sponsor, have now or may have in the future, an equity interest; may realize a direct or indirect benefit now or in the future? What are those interests and/or benefits?
4	Describe with some specificity how the sponsor envisions how: <ul style="list-style-type: none"> • the benefits will be realized • the problem will be solved • the community at large will gain value in the outcome through the accompanied motion 	Why does the sponsor believe the proposed solution is workable and effective? What is your understanding of who benefits and who pays? What do you perceive to be the pros and cons of the proposed motion both long-term and short-term? Has the sponsor done any primary or secondary research on this topic that can be shared? Are there analogs or benchmarks that can be drawn from other communities or private sector to support the desired outcome?

5	<p>How does the proposed motion (and implementation) fit with the relevant Town Bylaws, financial and capital plan, comprehensive plan, and community values as well as relevant state laws and regulations?</p>	<p>What is your understanding of the cost implications, both operating and capital, both immediate and long-term to the town?</p> <p>Would this benefit cover gaps or overlap in any way with other Town projects or services?</p>
6	<p>Have you considered and assessed, qualified and quantified the various impacts to the community such as:</p> <ul style="list-style-type: none"> • Town infrastructure (traffic, parking, etc.) • Neighbors (noise, traffic, etc.); • Environment and green issues (energy conservation, pollution, trash, encouraging walking and biking, etc.); 	<p>How does the proposed action fit into the framework of other local efforts currently underway (i.e. Natick Master Plan, Sustainability Initiatives, etc.)? Is state action pending?</p>
7	<p>Who are the critical participants in executing the effort envisioned by the article motion?</p> <p>To this point what efforts have been made to involve those participants who may be accountable, responsible, consulted or just advised/informed on the impacts of executing the motion?</p>	<p>Can a Town Committee or Town Official handle the matter more effectively?</p> <p>Is a vote of Town Meeting as effective as citizens' letters, telephone calls, or petitions in the case of addressing local issues?</p>
8	<p>What steps and communication has the sponsor attempted to assure that:</p> <ul style="list-style-type: none"> • Interested parties were notified in a timely way and had a chance to participate in the process • Appropriate Town Boards & Committees were consulted • Required public hearings were held 	<p>Have the Board of Selectmen, Town Administrator, School Committee and Superintendent, Planning Board or other Town Agency had an opportunity to address the issue before bringing it to Town Meeting?</p> <p>Please provide the details as to which Boards, Committees or Commissions have held hearings, on what dates, how much time was spent by each in the hearing/meeting period, what was the</p>

		outcome (vote, deferred, continued, etc.)
9	Why is it required for the Town of Natick AND for the sponsor(s)?	<p>Why now versus at some later date?</p> <p>Has the problem been carefully defined and analyzed? Have alternative solutions been considered? Is more study required?</p>
10	Since submitting the article petition have you identified issues that weren't initially considered in the development of the proposal?	What are those issues and how do they effect the efficacy of the proposed article
11	What are other towns and communities in the Metro West area, or the Commonwealth of MA doing similar to what your motion seeks to accomplish?	
12	If this Warrant Article is not approved by Town Meeting what are the consequences to the Town and to the sponsor(s)? Please be specific on both financial and other consequences?	

Section III – Questions with Response Boxes – To Be Completed By Petition Sponsor

Article #39 and 40	Date Form Completed:
Article Titles: Rename Board of Selectmen in Town Bylaws and Town Charter	
Sponsor Name: Paige Adams	Email: adamswiest@gmail.com

Question	Question
1	Provide the article motion exactly as it is intended to be voted on by the Finance Committee.
Response	See attached for motions for articles 39 and 40.
2	At a summary level and very clearly, what is proposed purpose and objective of this Warrant Article and the required Motion?
Response	The purpose of these articles is to change gendered language in our Bylaws, Zoning Bylaws and Charter to gender-neutral terms. The objective is to provide clarity, by adjusting the language to reflect reality and common practice, and to promote inclusion in language relating to town matters.
3	What does the sponsor gain from a positive action by Town Meeting on the motion?
Response	As a female, I personally gain a feeling of inclusion in my community when the language around town matters in gender-neutral and does not exclude me. All members of the community benefit when our governing documents reflect the rights and stature afforded to us as citizens, voters and residents.
4	Describe with some specificity how the sponsor envisions how: the benefits will be realized; the problem will be solved; the community at large will gain value in the outcome through the accompanied motion?
Response	This article is feasible; I have worked closely with the Town Clerk and Town Moderator on how these changes would be accomplished, as they have been in about 85 other Towns across the Commonwealth.. The changes proposed will benefit every citizen of the Town of Natick by providing clarity and promoting inclusion. The positives of this article are that it brings our Town Bylaws and Charter in line with those of other towns; it also encourages our citizens to view Town government as gender-neutral. The only negative is that there may be some initial awkwardness of spoken language as citizens and members of town government get used to the name change. The problems of exclusion and confusion regarding the gender make-up of the Board of Selectmen will be solved in terms of its identifier, and we will all benefit by showing others we are an inclusive community.
5	How does the proposed motion (and implementation) fit with the relevant Town Bylaws,

	financial and capital plan, comprehensive plan, and community values as well as relevant state laws and regulations
Response	There are no costs other than some slight administrative costs relating to stationery. The article provides for the validity of currently inventoried stationary and documents, and all references to current terminology.
6	Have you considered and assessed, qualified and quantified the various impacts to the community such as:

	<ul style="list-style-type: none"> • Town infrastructure (traffic, parking, etc.) • Neighbors (noise, traffic, etc.); • Environment and green issues (energy conservation, pollution, trash, encouraging walking and biking, etc.);
Response	There are no such impacts to the community whatsoever.
7	<p>Who are the critical participants in executing the effort envisioned by the article motion?</p> <p>To this point what efforts have been made to involve those participants who may be accountable, responsible, consulted or just advised/informed on the impacts of executing the motion?</p>
Response	The critical participant is Diane Packer, as Town Clerk, and the Board of Selectmen's and Town Administrator's office. I have worked closely with the Town Clerk on this article. I have also sought advice from Town Moderator. As sponsor, I anticipate meeting with the Board of Selectmen in their consideration of these articles.
8	<p>What steps and communication has the sponsor attempted to assure that:</p> <ul style="list-style-type: none"> • Interested parties were notified in a timely way and had a chance to participate in the process, that • Appropriate town Boards & Committees were consulted • Required public hearings were held
Response	The Town Meeting process provides for public and board participation. As a proposed Charter change, the public will have a voice at the March 2020 Town Election ballot, subject to favorable Town Meeting action on Article 40.
9	Why is it required for the Town of Natick AND for the sponsor(s)?
Response	The changes are not required, but are desired and feasible. The issue of gender-neutral language is important and we should not put off any longer changing the language of our Bylaws so that they are no longer nominally exclusionary to women.
10	Since submitting the article petition have you identified issues that weren't initially considered in the development of the proposal?
Response	No I have not, although the number of communities that have made this change is greater than I realized. In addition, while these articles were intended to change the name of the Board of

	<p>Selectmen, it turns out that our Bylaws and Charter have references to Chairman and Chairperson that will be changed to Chair in Articles 39 and 40, respectively. And in addition, a clause is proposed for both the Bylaws and Charter that references the Board of Selectmen and the equivalence, for purposes of law, to the Select Board.</p>
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11	What are other towns and communities in the MetroWest area, or the Commonwealth of MA doing similar to what your motion seeks to accomplish
Response	Several towns in the MetroWest area and across the state have already changed the language of their Bylaws (and Charter, where applicable) to be gender-neutral. A current list is attached, provided by the Massachusetts Municipal Association.
12	If this Warrant Article is not approved by Town Meeting what are the consequences to the Town and to the sponsor(s)? Please be specific on both financial and other consequences.
Response	There are no known consequences if the articles are not approved this Fall. I will advance it again at Spring Town Meeting.

Question 1

Recommended motions for Articles 39 and 40.

Article 39

Motion A (General Bylaws)

Move to amend the Town of Natick Bylaws by

1. Replacing the word “selectmen” or “Selectmen” in Article 21A-5; Article 22-4, 6, 7, 8; Article 24-14.2, 15.2; Article 26-1; Article 40-2; Article 41-2, 4, 6; Article 50-1, 3, 5, 16.12; Article 51-6, 9f; Article 72-3; Article 73-1, 2, 3; Article 74-1, 2, 3; Article 75-4, 7, 11; Article 77-1 with the words “Select Board”
2. Replacing the words “Board of Selectmen” or “board of selectmen” anywhere they appear with the words “Select Board”
3. Removing from Article 60-3 the words “(the Board)”
4. Replacing the word “Board” in Article 60-4 with the words “Select Board”
5. Removing in its entirety Article 51-1, subsection m, which reads “(The term “Selectmen” means the Natick Board of Selectmen.)”
6. Replacing the word “chairman” in Article 23-1.3 with the word “chair”

7. Replacing the word “chairperson” in Article 25-1 with the word “chair”
8. Inserting in Article 10 a new section 5 (e) that shall read “Renamed Executive Board. The Select Board shall be the entity historically known as the Board of Selectmen. The Select Board shall have and exercise all legal rights, authority, duty and responsibilities vested in a Board of Selectmen by any votes of the Town and the laws of the Commonwealth, including but not limited to the Massachusetts General Laws, Code of Massachusetts Regulations and any bylaws and special acts applicable to the Town of Natick. To the extent reasonably practical, all policies, regulations, documents and Town communications shall be amended to replace references to the Board of Selectmen with Select Board, and to replace references to Selectmen with Select Board Members.”

Motion B (Zoning Bylaws)

Move to amend the Town of Natick Zoning Bylaws by

1. Replacing the word “Selectmen” in Article VI-E with “Select Board”
2. Replacing the words “Board of Selectmen” anywhere they appear with the words “Select Board”

Article 40

Motion

Move to amend the Natick Home Rule Charter by

1. Replacing the word “selectman” in Article 3-1 (g) with the words “the Select Board”
2. Replacing the word “selectmen” in Article 3-1 (g) with the words “Select Board members”
3. Replacing the words “Board of Selectmen” or “board of selectmen” anywhere they appear with the words “Select Board”
4. Replacing the word “Selectmen” or “selectmen” anywhere they appear with the words “Select Board”
5. Replacing the word “chairman” in Article 2-11 (d) with the word “chair”
6. Inserting a new section 3-2 (e) that shall read “Renamed Executive Board. The Select Board shall be the entity historically known as the Board of Selectmen. The Select Board shall have and exercise all legal rights, authority, duty and responsibilities vested in a

Board of Selectmen by any votes of the Town and the laws of the Commonwealth, including but not limited to the Massachusetts General Laws, Code of Massachusetts Regulations and any bylaws and special acts applicable to the Town of Natick.”

Question 11

The following Towns have changed from Board of Selectmen to Select Board, according to the Massachusetts Municipal Association as of August 29, 2019:

Arlington
Alford
Andover
Ashfield
Ashland
Bernardston
Blandford
Brewster
Brookline
Buckland
Carver
Charlemont
Chesterfield
Clarksburg
Colrain
Concord
Conway
Dalton
Dartmouth
Dedham
Deerfield
Dunstable
Gill
Goshen
Granby

Grafton
Granville
Great Barrington
Groton
Hadley
Harvard
Hawley
Heath
Hinsdale
Holland
Hopkinton
Ipswich
Leicester
Leverett
Leyden
Longmeadow
Mansfield
Middlefield
Milton
Monroe
Montague
Monterey
Mount Washington
Nantucket
New Ashford
New Braintree
Needham
New Salem
North Reading
Northfield
Otis
Petersham

Phillipston
Plainfield
Provincetown
Plymouth
Reading
Rowe
Royalston
Russell
Sharon
Shelburne
Shutesbury
South Hadley
Southwick
Stoneham
Sunderland
Truro
Wales
Warwick
Washington
Wellfleet
Wendell
Westhampton
Westwood
Whately
Williamstown
Winchester
Windsor
Worthington