

Warrant Article Questionnaire

Non-Standard Town Agency Articles

Section I - Instructions for completing this questionnaire

1. **The completed Questionnaire is due to the Finance Committee at least 5 business days in advance of your scheduled hearing date. Email to: lwollschlager.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. Even though this warrant Article has appeared on prior Warrants and may have received favorable action from prior Town Meetings, FinCom encourages article sponsors to provide complete and comprehensive answers to the questions.
 - a. 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.
 - b. 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.
 - c. 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. Whenever 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)

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- 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 wishes, they can 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
 - 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 **ONLY as an MSWord document** without any security passwords
11. When saving the final version use the following file naming convention: 202X {insert Town Meeting type: SATM, FATM or STM} Response Article {insert your article # without parentheses} {Sponsor Name} {Date Submitted using two-digit month, two-digit day and four-digit year with no spaces, or other punctuation marks}.
 - a. Example: 2022 FATM Response Article 28 Planning Board 09012022
 - 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.

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Section II - Questions and Additional Prompts

Question	Question	Additional Prompts																								
1	<p>Provide the article motion exactly as it will appear in the Finance Committee Recommendation Book and presented to Town Meeting for action.</p> <p>Note: Failing to provide a complete motion will likely require a rescheduling of the hearing to a later date.</p>	<p><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></p>																								
2	<p>At a summary level and very clearly, what is the proposed purpose and objective of this Warrant Article and the accompanying Motion?</p>	<p>Does it solve a problem through some action?</p>																								
3	<p>Has this article or one of a very similar scope and substance been on a previous Warrant Article and what have been the actions taken by the Finance Committee, other Boards or Committees and Town Meeting?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Warrant Period Ex: 2021 SATM</th> <th style="text-align: center;">Other Committees Ex: Planning Bd refer</th> <th style="text-align: center;">FinCom Action Ex: Referral</th> <th style="text-align: center;">Town Meeting Ex: Referral</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Comments:</p>	Warrant Period Ex: 2021 SATM	Other Committees Ex: Planning Bd refer	FinCom Action Ex: Referral	Town Meeting Ex: Referral																					
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4	<p>Why is it required for the Town of Natick and for the Town Agency sponsor(s)?</p>	<p>If this article is not to reaffirm a prior Town Meeting action why has the article come forward?</p> <p>How will it provide new and currently unrealized benefits, or extend some tangible existing value to a great level?</p> <p>Are there analogs or benchmarks that can be drawn from other communities or the private sector to support the desired outcome?</p>																								

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5	Does this article require funding, how much, from what source of funds and under whose authority will the appropriation be managed and spent?	
6	<p>Does this article act in any way in concert with, in support of, or to extend any prior action of Natick Town Meeting, Massachusetts General Laws or CMR's or other such legislation or actions?</p> <p>Does this article seek to amend, rescind or otherwise change any prior action of Natick Town Meeting?</p>	<p>Please cite the specific Town Meeting and the prior action, the MGL/CMR or other legislation.</p> <p>Please explain how this article binds to, modifies, rescinds or otherwise acts in relation to the cited actions or laws, etc.</p>
7	How does the proposed motion (and implementation) fit with the relevant Town Bylaws, financial and capital plan, comprehensive Master Plan, and community values as well as relevant state laws and regulations?	<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> <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.) ●
8	Who are the critical participants in executing the effort envisioned by the article motion?	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?

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9	<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>What was the outcome (vote, deferred, continued, etc.)?</p>
10	<p>Since submitting the article have you identified issues that weren't initially considered in the development of the proposal?</p>	<p>What are those issues and how do they affect the efficacy of the proposed article</p>
11	<p>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?</p>	

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

Article # 28	Date Form Completed: 9-21-2021
Article Title: Cluster Bylaw Amendments	
Sponsor Name: Julian Munnich, Chairman of Planning Board	Email: planning@natickma.org

Question	Question																								
1	Provide the article motion exactly as it will appear in the Finance Committee Recommendation Book and presented to Town Meeting for action.																								
Response	See attachment entitled Cluster Amendments																								
2	At a summary level and very clearly, what is the proposed purpose and objective of this Warrant Article and the accompanying Motion?																								
Response	To amend the Cluster Regulations based on recommendations received from the Attorney General for SATM Article																								
3	Has this article or one of a very similar scope and substance been on a previous Warrant Article and what have been the actions taken by the Finance Committee, other Boards or Committees and Town Meeting?																								
Response	<p>YES</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Warrant Period <i>Ex: 2021 SATM</i></th> <th style="width: 25%;">Other Committees <i>Ex: Planning Bd Sponsor</i></th> <th style="width: 25%;">FinCom Action <i>Ex: Referral</i></th> <th style="width: 25%;">Town Meeting <i>Ex: Approval</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Warrant Period <i>Ex: 2021 SATM</i>	Other Committees <i>Ex: Planning Bd Sponsor</i>	FinCom Action <i>Ex: Referral</i>	Town Meeting <i>Ex: Approval</i>																				
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	Comments:
4	Why is it required for the Town of Natick and for the Town Agency sponsor(s)?
Response	Standard procedure for Planning Board to sponsor such an article. Review of any proposals would be conducted by the Planning Board.
5	Does this article require funding, how much, from what source of funds and under whose authority will the appropriation be managed and spent?
Response	No
6	Does this article act in any way in concert with, in support of, or to extend any prior action of Natick Town Meeting, Massachusetts General Laws or CMR's or other such legislation or actions? Does this article seek to amend, rescind or otherwise change any prior action of Natick Town Meeting?
Response	No
7	How does the proposed motion (and implementation) fit with the relevant Town Bylaws, financial and capital plan, comprehensive Master Plan, and community values as well as relevant state laws and regulations?
Response	Wholly Consistent
8	Who are the critical participants in executing the effort envisioned by the article motion?
Response	Planning Board

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9	<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
Response	Planning Board Public Hearings 9-8-21
10	Since submitting the article have you identified issues that weren't initially considered in the development of the proposal?
Response	No
11	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	Cluster Bylaw amendments recommended by Attorney General would not be inserted into zoning bylaw