

**WARRANT ARTICLE QUESTIONNAIRE
CITIZENS PETITION ARTICLES**

Section 1 – Instructions for completing this questionnaire.

1. **The completed Questionnaire is due to the Warrant Committee at least 10 business days in advance of your scheduled hearing or meeting date. Email to: warrantcommittee@medfield.net**
2. Completing the questionnaire as requested is discretionary to the Warrant Committee (WC) 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. WC's request of the Article Sponsor to complete the questionnaire is supported by:

Town of Medfield Relevant Bylaws

SECTION 2-8 Warrant reports.

A warrant report for the Annual Town Meeting shall be assembled and printed by the Board of Selectmen and placed in distribution to the households of the Town not less than one week prior to the Town Meeting. The warrant report shall contain for each Article an explanation of the Article by its petitioner, and a recommendation by the Warrant Committee. The recommendation of the Warrant Committee shall be based on financial and non-financial considerations.

§ 30-1 Warrant Committee.

[4-5-1981; amended ATM 4-30-1984; 4-28-2014 ATM by Art. 32]

A.

A Warrant Committee of nine members shall be appointed by the Moderator, three of which members shall be appointed each year for three-year terms. It shall recommend the annual Town budget for vote by the Town Meeting and fulfill all duties of a finance committee as required by the Massachusetts General Laws. It shall hold a public hearing not less than 30 days prior to the Annual Town Meeting to inform the residents of the Town of its proposed recommendations and to hear testimony and argument before publication of its final recommendations. This hearing shall be attended by all elected and appointed Town officers, unless they are deterred by illness or other reasonable cause.

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4. The WC encourages article sponsors to provide complete and comprehensive answers to the questions. Your materials will be distributed to members well in advance of the WC meeting date. The more specific and relevant information provided on the motion and the action you seek from Town Meeting the more prepared the WC will be for the actual meeting with you.
 - a. Incomplete questionnaires, questionnaires not submitted on time or submitted in the absence of a prepared motion by the petitioner, may cause your hearing to be rescheduled to a later date.
 - b. This may mean that WC runs out of time to hear your article before the WC recommendation for the Warrant book closes for print and distribution and therefore will not be included in the printed Warrant book.
5. Whenever references are cited (relevant passages from the Medfield 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.
 - 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. WC 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 WC and Town Meeting the Motion you submit for the meeting 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 the above must be provided electronically in advance of the meeting by the due date identified by the WC Chair.
 - c. A Public Hearing with the Planning Board (for Zoning articles).
 - i. It is expected that the Planning Board public hearing will take place before the WC meeting.
 - ii. Sponsors should contact the Director of Land Use and Planning or the Planning Board Chair to schedule the required hearing.

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7. The primary sponsor is expected to be the spokesperson/presenter at the WC meetings and at Town Meeting. If the sponsor is not prepared for that role, they should be ready to designate someone else and communicate that with the WC Chair in advance.
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 WC seeks for the meeting.
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 on 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 WC Chair
 - b. **Save the file as a Microsoft Word document only without any passwords or restrictions.**

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Section II – Questionnaire Guide 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, Medfield Home Rule Charter or Medfield By-Law change please use additional sheets for the motion and carefully follow the instructions 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 Town gain from positive action by Town Meeting on the motion?	What are the benefits to the Town? Does the sponsor have any conflicts of interest with Town interests or benefits now or in the future? If so, please disclose them.
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 the private sector to support the desired outcome?

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Question #	Question	Additional Prompts
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., Medfield 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 outcome (vote, deferred, continued, etc.)</p>

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Question #	Question	Additional Prompts
9	Why is it required for the Town of Medfield 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 affect the efficacy of the proposed article
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?	
12	If this Warrant Article is not approved by the Town Meeting what are the consequences to the Town and to the sponsor(s)? Please be specific on both financial and other consequences.	

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

Article #	Date Form Completed:
Article Title:	
Sponsor Name:	Email:

Question	Question
1	Provide the article motion exactly as it is intended to be voted on by the Warrant Committee.
Response	(Type response here)
2	At a summary level and very clearly, what is proposed purpose and objective of this Warrant Article and the required Motion?
Response	(Type response here)
3	What does the Town gain from a positive action by Town Meeting on the motion?
Response	(Type response here)
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	(Type response here)
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	(Type response here)

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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.).
Response	(Type response here)
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	(Type response here)
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	(Type response here)
9	Why is it required for the Town of Medfield AND for the sponsor(s)?
Response	(Type response here)

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10	Since submitting the article petition have you identified issues that weren't initially considered in the development of the proposal?
Response	(Type response here)
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
Response	(Type response here)
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	(Type response here)