

## **ARTICLE 23**

### **BYLAW AMENDMENT/ELECTRONIC DISTRIBUTION OF NOTICES AND MATERIALS**

To see if the Town will vote to amend the Town Bylaws to provide for a method of electronic distribution of the Warrant and all required notices and materials to Town Meeting Members; or take any action related thereto.

(Inserted at the request of the Town Moderator, Town Clerk and Town Meeting Procedures Committee)

#### **Board of Selectmen's Office Comments/Reference Material:**

The Selectmen's Office personnel supports "favorable action" to provide for a method of electronic distribution of the Warrant and all required notices and materials to Town Meeting Members. This bylaw amendment will provide a more efficient process in preparation for Town Meeting:

- a "greener" process reducing the amount of paper usage similar to utilizing NovusAgenda for Selectmen meetings - helping to advance Arlington in its green initiative
- a process reducing man hours of copying, collating, and stuffing envelopes for the office
- a process reducing man hours of copying and collating for the ARB, Capital Planning, and FinCom
- a process reducing the time spent creating labels for mailing by the Clerk's Office
- a process reducing time spent by the Town Hall Mail Room-postage, sealing, transporting to the Arlington Post Office
- a cost savings for this office producing the Town Meeting packets of \$920 – the cost of paper, envelopes, and postage