



**TOWN OF ARLINGTON**  
DEPARTMENT OF PLANNING and  
COMMUNITY DEVELOPMENT

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**MEMORANDUM**

Date: January 9, 2020

To: Members of the Select Board and Redevelopment Board and Select Board

From: Jennifer Raitt, Director, Planning and Community Development

cc: Adam Chapdelaine, Town Manager

RE: Proposed Warrant Article – Redevelopment and Select Board review process for discussion on January 13, 2020

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As part of our discussion on Monday, January 13, 2020, the Boards will discuss the review of Town Meeting warrant articles. We would like to establish a framework for those reviews. Identifying the steps for review and the communication between the Boards will also be important to communicate to the general public, warrant article proponents, and Town Boards, committees, and staff.

The following process is proposed for review of warrant articles by the Arlington Redevelopment Board and Select Board for Town Meeting. After warrant articles are filed with Town Counsel in January, the Chair of the Redevelopment Board, Chair of the Select Board, Town Manager, and Director of Planning and Community Development shall meet in February to discuss all articles as filed. This meeting will provide all attendees with an opportunity to discuss and recommend which articles their respective Boards will review. A review shall constitute an opportunity for the Boards to review, comment, and engage with the Article proponent during a regularly scheduled meeting. Board review will likely occur in late February through early April. Each Board will provide written comments on any Articles reviewed and votes taken by early April. If needed, the Boards may determine that it is appropriate to hold a joint meeting to further discuss articles prior to filing their respective reports to Town Meeting.

There are a number of items to consider as part of this process. The first important matter will be determining if the board discussions should be incorporated into and noticed as a public hearing or as a regular agenda item. The second matter for consideration would be how to reconcile comments from each board as part of a final review and set of recommendations. Lastly, the Boards may want to hold time for joint meetings during the course of Town Meeting warrant article review.

We look forward to this opportunity to discuss this proposed review structure, process, and timeline on Monday evening.