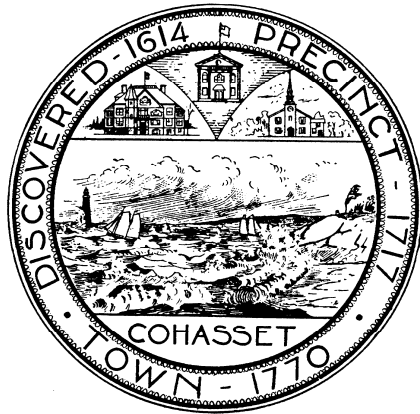


**TOWN OF COHASSET**

# **WARRANT**



**SPECIAL TOWN MEETING  
MONDAY, NOVEMBER 17, 2014  
7:00 P.M.**

**COHASSET HIGH SCHOOL  
SULLIVAN GYMNASIUM  
COHASSET, MASSACHUSETTS**

**TOWN OF COHASSET**

**WARRANT FOR SPECIAL TOWN MEETING  
MONDAY, NOVEMBER 17, 2014**

**COMMONWEALTH OF MASSACHUSETTS**

**NORFOLK, ss**

To the Constables of the Town of Cohasset, in the County of Norfolk.

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Cohasset who are qualified to vote in Elections and Town Affairs to meet at the Cohasset High School Sullivan Gymnasium.

**MONDAY, THE SEVENTEENTH OF NOVEMBER, 2014  
AT 7:00 O’CLOCK IN THE EVENING**

Then and there to act on the following articles:

**ARTICLE 1: AMENDMENTS TO FISCAL 2015 OPERATING BUDGET**

To see if the Town will vote to amend, modify, increase or decrease, or otherwise, to balance the Fiscal Year 2015 Operating Budget as voted in Article 3 of the April 28, 2014 Annual Town Meeting, including proposed revised appropriations and any additional sums the Town will vote to raise and appropriate, borrow pursuant to any applicable statute, or transfer from available funds or otherwise, for the payment of the salaries and compensation, expenses, equipment, and outlays, capital and otherwise, of the several Town departments, for the current fiscal year, or take any other action related thereto.

**BOARD OF SELECTMEN**

*INFORMATIONAL SUMMARY: This article requests supplemental and/or reduced appropriations for the Fiscal 2015 operating budget due to additional or reduced revenue received from the State and other sources after the budget was approved at the Annual Town Meeting as follows:*

<b>Action</b>	<b>Amount</b>	<b>From</b>	<b>To</b>
Line Item Transfer	\$5,329	Finance Personnel Services	Finance Professional Services
Line Item Transfer	\$13,320	Workers Compensation	General Liability and Property Insurance
Supplemental Appropriation	\$53,000	General Fund Revenues	Hydrant Fees
Supplemental Appropriation	\$20,000	General Fund Revenues	Veterans Services

Board of Selectmen:

Advisory Committee: Recommend Approval 8-1

**ARTICLE 2: UNPAID BILLS FROM PREVIOUS FISCAL YEARS**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow, pursuant to any applicable statute, a sum or sums of money, to be expended by the Town Manager, to pay for unpaid bills of the Town, the Water Commission and/or Sewer Commission from previous fiscal years, or to take any other action related thereto.

*INFORMATIONAL SUMMARY: This Article will allow for the payment of properly authorized bills incurred by the Town in a previous fiscal year, which for various reasons, were not paid during that fiscal year. Bills total \$69,675.14, with \$57,098.95 to be transferred from available Free Cash, and \$12,576.19 to be transferred from Sewer Fund retained earnings, as follows:*

<b>Department</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
Veteran’s Services	Temple Aluminum Foundry Inc.	\$2,485.00	Flag Markers for Veterans’ Graves
Police	Apparel 2000	\$38.95	Uniform
Conservation	Independent Env. Consultants	\$1,275.00	EPA NPDES TOC Report 2014
Other General Gov’t	Cohasset Water	\$53,000.00	FY 14 Hydrant Fees
Treasurer/Collector	U.S. Bank	\$300.00	Fees for BAN Issue 5/30/14
Sewer	Hingham Sewer Commission	\$12,576.19	Sewer Use Charges, January – June 2013

**BOARD OF SELECTMEN**

Board of Selectmen:  
Advisory Committee: Recommend Approval 9-0

**ARTICLE 3: CAPITAL IMPROVEMENTS BUDGET**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum of money to fund various capital improvements, capital projects and/or capital equipment for the various departments, boards, commissions and agencies of the Town, or take any other action related thereto.

**BOARD OF SELECTMEN**

*INFORMATIONAL SUMMARY: This article would provide funding for various capital projects and equipment for Town departments as listed below:*

<b>Amount</b>	<b>Source of Funds</b>	<b>Purpose</b>
\$7,020.17	Capital Stabilization Fund	To complete funding for a 35,000 lb. Dump Truck approved at the April 28, 2014 ATM
\$14,168	Repurposed Prior Capital Allocation	Mobile Radios for Police Cruisers
\$41,420	Capital Stabilization Fund	Pick-up with Plow to replace a similar truck taken out of service

Board of Selectmen:  
Advisory Committee:  
Capital Budget Com: Recommend Approval 5-0

**ARTICLE 4: STABILIZATION FUNDS**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum of money to be deposited into the Stabilization Fund and the OPEB Trust Fund, or take any other action related thereto.

**BOARD OF SELECTMEN**

*INFORMATIONAL SUMMARY: This Article proposes that Town Meeting appropriate \$200,000 into the OPEB Trust Fund and \$300,000 into the Stabilization Fund from available Free Cash.*

Board of Selectmen:  
Advisory Committee: Recommend Approval 9-0

**ARTICLE 5: ALLOCATION OF FUNDS FOR ONE-TIME COSTS**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum of money for funding one-time expenditures and projects, or take any other action related thereto.

**Board of Selectmen for the TOWN MANAGER**

*INFORMATIONAL SUMMARY: This Article would provide funding from available Free Cash for the following: \$100,000 for various road repairs and maintenance projects as identified by the Superintendent of Public Works and the Town Manager; \$50,000 for various projects and equipment for Town buildings under the jurisdiction of the Facilities Department as identified by the Facilities Director and the Town Manager; \$30,000 for expenses related to Town Street Lights; \$15,000 for an analysis of departmental and program space needs; and \$30,000 for facility rental expenses; and from Sewer Enterprise Fund Retained Earnings for the following: from Sewer Retained Earnings, \$150,000 for structural repair and painting of the interior of the wastewater treatment plant. The high humidity environment of the plant has caused corrosion to the metal structure that must be repaired without impact on existing operations.*

Board of Selectmen:  
Advisory Committee: Recommend Approval 9-0

**ARTICLE 6: FUNDING FOR A DUE DILIGENCE REVIEW OF 91 SOHIER STREET**

To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow pursuant to any applicable statute, a sum of money to be expended by the Town Manager to conduct a due diligence analysis and investigation of the ways and means of the Town acquiring, leasing and/or occupying the privately-owned building located at 91 Sohier Street, together with an analysis and investigation of the short and long term cost implications, possible uses, adequacy of space and design features, and possible capital needs together with any other information determined necessary and proper by the Town Manager to establish a sufficient factual basis for the Town's consideration of taking steps towards such acquisition, leasing and/or occupancy, including the engagement of such professional assistance of engineers, architects, and other professionals as may assist such due diligence analysis and investigation, with a report of the due diligence results to be presented to the Board of Selectmen by January 31, 2015, or to take any other action related thereto.

**BOARD OF SELECTMEN**

*INFORMATIONAL SUMMARY: This Article would authorize a sum of money to allow the Town Manager to hire experts to conduct reviews of the relevant issues relating to relocating elder services and other social services as deemed appropriate, to the privately-owned building at 91 Sohier Street. The due diligence would include the engagement of engineers, architects, as well as a legal review, negotiation and preparation of any lease or other financial agreement; development of pro-forma five and ten year operating budgets; review of warranties, equipment, systems, and use restrictions; and a review and synthesis of previously produced space need documents of the Town, as well as any other reporting determined by the Town Manager.*

Board of Selectmen:  
Advisory Committee:  
Capital Budget Committee:

**ARTICLE 7: TRANSFER FROM WATER DEPARTMENT CAPITAL STABILIZATION FUND**

To see if the Town will vote to transfer the sum of One Hundred Thousand Dollars (\$100,000) from the Water Capital Stabilization Fund for the Water Commission and the Town Manager to jointly use towards paying the 2015 Debt Service, and to allocate the sum of Fifteen Thousand Dollars (\$15,000) for the Water Commission and the Town Manager to jointly expend for the replacement of a section of the roof at the Water Treatment Facility, or take any other action related thereto.

**Board of Selectmen for WATER COMMISSION**

*INFORMATIONAL SUMMARY: Due to the decreased rate structures for the regular rate payers and the Town and school properties, and the very wet summer of 2013, the Water Department revenues fell short to meet the increase of the \$200K in Debt Service for the current Fiscal Year, consequently the need to transfer funds from the Water Stabilization Fund. The transfer for the roof repair is due to a current leak in the roof.*

Board of Selectmen:

Advisory Committee: Recommend Approval 9-0

Water Commission: Recommend Approval 3-0

**ARTICLE 8: WATER DEPARTMENT RULES AND REGULATIONS AMENDMENT – SECTION IX: 1 Meters, General and Appendix A – Rate 1**

To see if the Town will vote to amend Section IX. Meters by adding a new paragraph in Section 1. General “An Un-metered Capital Recovery Charge will be charged to all properties receiving water service from the Town, identified by the Board of Assessors as other than single family for each unit not having a Cohasset Water Department meter, with such fees to be first included as part of the February 1, 2015 billing cycle and thereafter.”; and to see if the Town will vote to amend Appendix A. Rate 1 by adding “Un-metered Capital Recovery Charge \$90.00 per unit per quarter”; or to take any other action related thereto.

**Board of Selectmen for WATER COMMISSION**

*INFORMATIONAL SUMMARY: This is a housekeeping article to establish equity among those in Cohasset that are connected to the water distribution system. A detailed analysis comparing Water Department and Assessor’s records was conducted and several anomalies were discovered. This article will provide corrections so that all who have benefited will have a share in the upgrade, expansion and preventive maintenance of the distribution system. The Board of Assessors classification codes, other than single family, were used as the basis in determining which properties were out of sync with the rest of the ratepayers.*

Board of Selectmen:

Advisory Committee: Recommend Approval 9-0

Water Commission: Recommend Approval 3-0

**ARTICLE 9: SEWER COMMISSION TRANSFERS**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow pursuant to any applicable statute a sum of money to be deposited into the Sewer Betterment Debt Stabilization Fund, and the Sewer Debt Stabilization Fund, or take any other action related thereto.

**Board of Selectmen for SEWER COMMISSION**

*INFORMATIONAL SUMMARY: The Sewer Commission on behalf of the ratepayers has outstanding debt of \$15.5M payable through 2033 for past capital expansion projects. In order to avoid a significant balloon payment in FY 2031, a combination of operating revenues and retained earnings are transferred yearly to the Sewer Betterment Stabilization Fund and the Sewer Debt Stabilization Fund to achieve a flat yearly debt payment over the term of the bonds. The current balance of these two funds is \$1.1M.*

<b>Amount</b>	<b>Transfer From</b>	<b>Transfer To</b>
\$68,244	Sewer Retained Earnings	Sewer Betterment Debt Stabilization Fund
\$5,981	FY 15 Sewer Revenue	Sewer Betterment Debt Stabilization Fund
\$88,356	FY 15 Sewer Revenue	Sewer Debt Stabilization Fund

Board of Selectmen:  
Advisory Committee: Recommend Approval 9-0  
Sewer Commission: Recommend Approval 3-0

**ARTICLE 10: ESTABLISHMENT OF ELDER AFFAIRS REVOLVING FUND**

To see if the Town will vote to establish a revolving fund account for new fee based services provided by the Cohasset Elder Affairs Department according to Massachusetts General Law, or to take any other action related thereto.

**Board of Selectmen for COHASSET ELDER AFFAIRS**

*INFORMATIONAL SUMMARY: This Article requests the establishment of a revolving fund account similar to accounts in other departments, which will allow the deposit and withdrawals of funds for new fee based services provided by the Department of Elder Affairs. This will allow the Department to develop new self-supporting programing without an impact on the general budget.*

Board of Selectmen:  
Advisory Committee:

**ARTICLE 11: BOND AUTHORIZATION FOR BOUND BROOK DAM**

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute a sum of money for the Town Manager to expend for Bound Brook Dam repairs, including the payment of all costs incidental or related thereto; to determine whether some or all of this appropriation shall be raised by borrowing or otherwise; and further to authorize the Board of Selectmen to contract for any State or Federal aid available for this project; or to take any other action relative thereto.

**BOARD OF SELECTMEN**

*INFORMATIONAL SUMMARY: This Article will authorize the appropriation of \$1,191,400 for Bound Brook Dam repairs, including the payment of all costs incidental or related thereto. It will also authorize the Board of Selectmen to borrow up to \$1,191,400 under G.L. c.44, §8(25), or any other enabling authority; and authorize the Town Manager or the Board of Selectmen to contract for any federal or state aid available for the project, provided that the amount of the authorized borrowing shall be reduced by the amount of such aid received prior to the issuance of bonds or notes.*

Board of Selectmen:  
Advisory Committee: Recommend Approval 9-0

**ARTICLE 12: AMENDMENTS TO THE PERSONNEL BYLAW**

To see if the Town will vote to amend the Town of Cohasset General Bylaws as follows; or to take any other action related thereto.

Repeal Sections 1-10 of Article XI and pursuant to G.L. c. 41, § 108C replace them as follows:

**ARTICLE XI**

**Consolidation of Bylaws Pertaining to Administration of Personnel and Establishment of Town Manager as Agency for Administration of Personnel Bylaws and Plans Established Thereunder,**

**SECTION 1: Establishment and Management of the Personnel Classification and Compensation Plan**

- A) All provisions of the Town’s Bylaws pertaining to the Town’s personnel, and all plans established pursuant to such provisions, shall be administered by the Town Manager, who is hereby established as the Town’s agency for such purposes within the meaning of G.L. c. 41, § 108C.
  
- B) All Town personnel other than those chosen by general election, those under the control of the School Committee, those covered by a collective bargaining agreement, and those who are under individual contract with the Town, shall be covered by a Classification and Compensation Plan (the “Plan”) to be established pursuant to the provisions of this Bylaw. Individual contracts may incorporate provisions of the Plan, as determined by the Town Manager in his/her discretion acting pursuant to this Bylaw.



- C) The Plan shall be established and contained in a manual, to be prepared and administered by the Town Manager, which shall be reviewed and adopted by the Board of Selectmen. The Plan shall contain, without limitation, provisions governing the terms and conditions of employment, including but not limited to wages, fringe benefits, work schedules, and grievance procedures. Pursuant to G.L. c. 41, § 108A, any plan establishing minimum and maximum salaries and/or the attainment of maximum salaries by periodical step-rate increases based on length of service shall be determined by the Town Manager, subject to approval by vote at Town Meeting.
- D) The Town Manager shall also prepare, establish, maintain, and enforce employment policies, which shall be reviewed and adopted by the Board of Selectmen.

SECTION 2 – Effective Date

This Bylaw shall go into effect upon the adoption by the Board of Selectmen of a Manual created by the Town Manager pursuant to Section 1(C).

SECTION 3 – Collective Bargaining Agreements

The provisions of any collective bargaining agreement negotiated between the Town and an employee group or union pursuant to the requirements of G.L. c. 150E, §§ 1, et seq., shall prevail over the provisions of this Bylaw and any actions taken pursuant to this Bylaw.

SECTION 4 – Severability Clause

Each provision of this Bylaw shall be construed as separate, to the end that if any part of it shall be held invalid for any reason, the remainder shall continue in full force and effect.

*INFORMATIONAL SUMMARY: This change will allow for the more effective and efficient management of Town personnel, by placing the terms and conditions of employment for staff not otherwise covered by a collective bargaining agreement, as well as general employment policies, into a manual or manuals to be prepared by the Town Manager and reviewed and adopted by the Board of Selectmen. Town Meeting will retain its existing authority over employee compensation and benefits.*

**Board of Selectmen for the TOWN MANAGER**

Board of Selectmen:  
Advisory Committee

**ARTICLE 13: ZONING AMENDMENT – ZONING BYLAW RECONCILIATION**

“To see if the town will vote to rezone certain districts as shown on map entitled Zoning Map Of Cohasset, Mass dated October 1, 1969 and revised 1976, 1985, 2000, 2002 as follows:

So that the Highway Business District (HB) area east of Chief Justice Cushing Highway and northwest of Cohasset and Scituate town line be expanded by 124,634 sq. ft. (2.86 acres), indicated in yellow and described as follows:

Starting at the Cohasset/Scituate town line at the limits of the existing HB zone, proceed N 52°-52'-10" W a distance of 526.58', thence N 53°-14'-50" E a distance of 38.56', thence N 55°-36'-50" E a distance of 54.63', thence S 37°-28'-00" E a distance of 32.62', thence N 54°-01'-00" E a distance ~~261.26'~~ 177.46', thence S 52°-52'-10" E a distance of 481.80', thence S 51°-58'-15" W along the town line a distance of 258.63' back to the point of beginning.” Or to take any other action related thereto.

**Board of Selectmen for the PLANNING BOARD**

*INFORMATIONAL SUMMARY: The purpose of this warrant article is to correct a dimensional error in Article 19 of the April 30, 2011 Annual Town Meeting warrant which was passed at the April 30, 2011 Annual Town Meeting. Town Meeting approval of this April 30, 2011 Annual Town Meeting Article 19 allowed expansion of the Highway Business District Zone located east of Chief Justice Cushing Highway along the Scituate town line. This expansion made the Highway Business District Zone more uniform with the west side of Chief Justice Cushing Highway. In updating the Zoning Map after approval of the article, the one measurement “N54°- 01’ – 00” E a distance of 261.26’” cited above was found to be in error and in need of correction to 177.46’. The intention of the 2011 article was to move the line back 250’ which is what this corrected measurement does. The Zoning Map itself cannot be updated and printed without this dimensional correction.*

Board of Selectmen: Recommend Approval 5-0  
Advisory Committee: Recommend Approval 9-0  
Planning Board: Recommend Approval 4-0

**ARTICLE 14: PETITIONED ARTICLE – REIMBURSEMENT OF LEGAL EXPENSES**

To see if Town Meeting would vote to appropriate \$9,226.52 from available sources to reimburse Selectman Martha Gjestebj for legal expenses to successfully defend herself from unsubstantiated allegations made against her by the then Cohasset Board of Selectmen. Bill attached to petition article.

<u>Name:</u>	<u>Address:</u>	<u>Name:</u>	<u>Address:</u>
Thomas L. Gruber	100 Pond Street, Unit #10	Francis D. Collins	404 S. Main Street
Peter J. Wood	77 Summer Street	Joe Coggins	57 Elm Street
James Russell Bonetti	20 Parker Avenue	Chartis L. Tebbetts	9 Jerusalem Rd Dr.
Frank Hamilton	244 Beechwood Street	Melinda H. Evans	36 Sohier Street
Raymond Kasperowicz	172 S. Main Street	Virginia Laugelli Najmi	60 Elm Street, #28

*INFORMATIONAL SUMMARY: This article will reimburse Selectman Martha Gjestebly for legal expenses incurred in successfully defending herself against a conflict of interest complaint filed by the Board of Selectmen on January 1, 2013. Selectmen chose to file this complaint despite Town Counsel's warning that Gjestebly had not broken any laws*

*On February 8, 2013 Gjestebly filed an open meeting law complaint against the Board of Selectmen saying that it had met illegally in executive session to make allegations against her on an assertion made by then Acting Town Manager Michael Milanoski.*

*On June 28, 2013 the State Ethics commission ruled, after review, that the Board of Selectmen's Open Meeting Law complaint filed against Gjestebly did not warrant further action.*

*In an opinion dated September 3, 2013 The Attorney General agreed with Gjestebly saying: "We find that the Board violated the Open Meeting Law by failing to identify which union and/or non-union personnel it would be discussing in executive session on December 18, 2012 and by discussing a topic in executive session that should have been discussed in open session. The chair must state the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called. G.L. c. 30A, § 21(b).*

*"Following the Board's discussion of union and non-union contracts, the (Acting) Town Manager raised an issue about a break of confidentiality within the Board. The Board then held a lengthy discussion regarding the Acting Town Manager's assertion. There is no executive session purpose that permits a public body to discuss behind closed doors a breach of confidentiality or other protocol, unless the public body is discussing a complaint or disciplinary matter under Purpose 1. See G.L. c. 390A, § 21 (a). Because the Board did not enter into executive session under Purpose 1, this topic should have been discussed in open session."*

Board of Selectmen:

Advisory Committee: 4-4 – Tie Vote – No Recommendation

**ARTICLE 15: PETITIONED ARTICLE – LEASE FOR 91 SOHIER STREET**

To see if the Town will vote to authorize the Board of Selectmen to execute a lease with the Social Service League of Cohasset, Inc. For use of the space in the new Senior Center building, so called, on 91 Sohier Street. Or take any action related thereto.

<b><u>Name:</u></b>	<b><u>Address:</u></b>	<b><u>Name:</u></b>	<b><u>Address:</u></b>
Leo J. Fiori	5 Schofield Road	Francis H. Sargent	1 Doane Street
Edwin Pratt	38 Wheelwright Farm	Shirley C. Kehoe	28 Bayberry Lane
Eileen A. Pratt	38 Wheelwright Farm	Abraham J. Antoine	108B Elm Street
Edvia Yocum	25 Pleasant Street	Elizabeth J. Maree	31 Parker Avenue
Frederick R. Koed	196 Pond Street	Judith Perry	15 Hugh Strain Road

*INFORMATIONAL SUMMARY: None provided by proponents.*

Board of Selectmen:  
Advisory Committee:

**ARTICLE 16: PETITIONED ARTICLE – REQUEST FOR PURCHASE OF VARIOUS ITEMS FOR 91 SOHIER STREET**

To see if the Town will vote to raise and appropriate funds to purchase furnishings, audio visual equipment, computer hardware and software, security surveillance equipment and software, window treatments and kitchen accessories for the new Senior Center building, so called, at 91 Sohier Street. Or take any other action related thereto.

<b><u>Name:</u></b>	<b><u>Address:</u></b>	<b><u>Name:</u></b>	<b><u>Address:</u></b>
Christopher P. Kierce	189 S. Main Street	Maria C. Osborne	22 Spring Street
John Kierce	27 Grace Drive	Kathleen A. Devaney	7 Spring Street
Blake S. Martini	336 Forest Avenue	Corale S. Grande	93A Ripley Road
Kristine G. Martini	336 Forest Avenue	Cynthia C. Swartwood	348 S. Main Street
Martin M. Osborne	22 Spring Street	Susan H. Reagan	92 Beach Street

*INFORMATIONAL SUMMARY: None provided by proponents.*

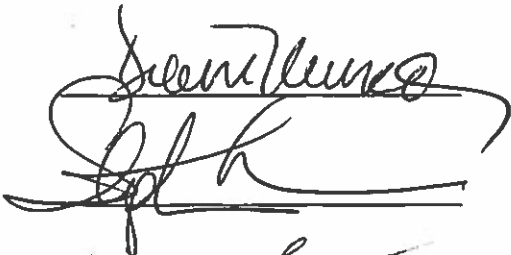
Board of Selectmen:  
Advisory Committee:

And you are directed to serve this Warrant by posting copies thereof, attested by you in writing, at the Post Office of the Town of Cohasset and in not less than five (5) other public places in the Town fourteen (14) days at least before the time appointed for in the meeting called for in this Warrant.

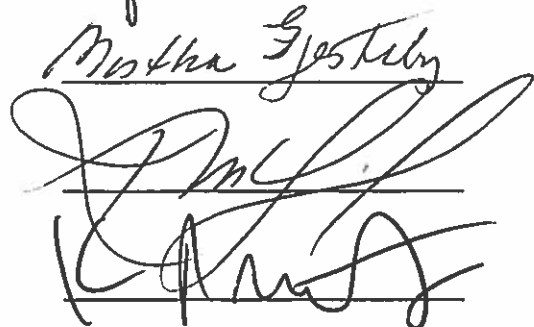
Whereof, fail not and make due return of this Warrant, indicating your method of service, and posting thereon, to the Clerk of the Town of Cohasset, on or before the time and place of the meeting aforesaid.

Given under our hands this 21<sup>st</sup> day of October in the year two thousand and fourteen.

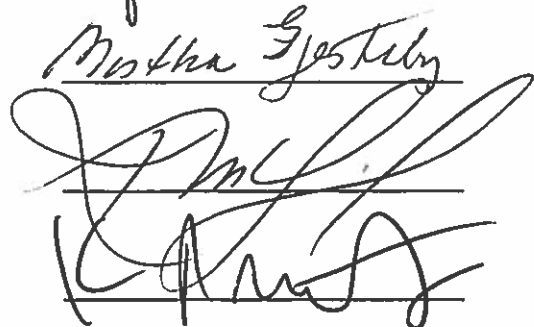
**BOARD OF SELECTMEN**



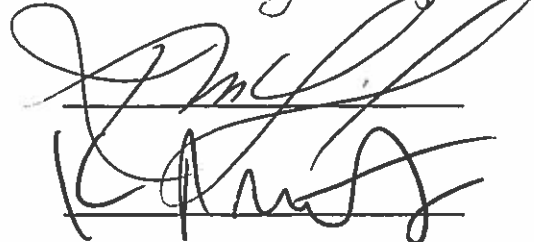
Diane Kennedy, Chairman



Steve Gaumer



Martha Gjestebj



Karen Quigley



Kevin McCarthy

**NORFOLK, ss**

By virtue of the above Warrant, I hereby notify and warn the inhabitants of the Town of Cohasset, qualified to vote in elections and Town affairs, to meet at the time, place, and for the purposes therein mentioned.

ATTEST: Maria A. Plante, Constable of Cohasset

**The Town of Cohasset has a new website at [www.cohassetma.org](http://www.cohassetma.org) !!**

**On it you can:**

- Pay your bills online
- Get Department Information
- Print out Forms
- View Meeting Agendas & Minutes
- Sign up for Recreation Programs
- And much, much more!

**The next tax bill is due February 2, 2015.** You can pay online, in person or you can now use the Town Hall drop box located in front of Town Hall at 41 Highland Avenue. *Please note payments are time sensitive and the drop box has designated times of pick up.*



**Town Hall Drop Box**

**Important Upcoming Dates:**

**Annual Town Meeting is Saturday, May 2, 2015**

**Annual Town Elections are Saturday, May 9, 2015**

**Last day to register to vote for both Town Meeting and the Town Elections is Friday, April 11, 2015. The Town Clerk's Office will be open until 8PM.**

**Get Involved:**

**Want to get more involved in Town Government? Go to the Town Website and visit the Committee and Board Volunteer Page.**

## TOWN MEETING PROCEDURES

Our Town Meeting is conducted in accordance with the Town Bylaws and traditions adopted in our Town Meetings over the years. Several matters of procedure are summarized below. Anyone with questions about procedure should see the Moderator, ideally prior to the start of the meeting.

- Discussion should be **courteous** and **respectful**, and should be confined to the subject under consideration. Sarcasm is generally not respectful, and the subject under consideration does not include the individuals involved in the debate. All questions should be directed to the Moderator, who will ask the appropriate person to respond. Under our Bylaws, no one may speak a second time on any subject for longer than five minutes, nor more than twice on any subject (except to correct an error or make an explanation), without permission of the Meeting.
- If you desire to speak, please rise and seek the attention of the Moderator. When recognized by the Moderator, please use a microphone and begin by stating your name and address.
- Persons who are not registered voters may be admitted to the meeting as **guests**. Guests must display the nametags provided and, except with the permission of the Moderator (denoted by a colored sticker on the nametag), must remain in the designated guest seating area. Guests may address the meeting with the permission of the Moderator.
- An **article** in the warrant describes the subject matter to be acted on by the Town Meeting. A **motion** is proposed action to be taken by the Meeting, and must be within the scope of the article (i.e., the motion must not go beyond the subject matter, dollar amounts, restriveness, etc., contemplated by the article). Articles will be acted on in the order in which they are published in the warrant unless the Meeting otherwise determines. On each article, the first main motion will be the Town Manager's (or citizen proponent's) proposed motion.
- All **motions** (including proposed amendments) should be **in writing** unless they are so brief and simple as to be easily understood orally. If you plan in advance to make a motion, please let the Moderator know before the meeting so any wording issues can be resolved smoothly.
- Votes will generally be taken first by voice vote. If the Moderator is in doubt as to the results or if seven voters stand to express doubt as to the result declared by the Moderator, a **hand count** will taken. Voters wishing to participate in the hand count must be in designated seating areas.
- A **motion for the previous question**, if adopted, will be followed immediately by a vote on the pending question. The motion is not debatable and requires a two-thirds vote for adoption. The Moderator will not accept a motion for the previous question if both sides have not had a fair opportunity to be heard, and may allow voters who have sought recognition to speak to be heard prior to considering the motion. A person who **"moves the previous question"** may not accompany the motion with remarks on the.
- Only those who were on the winning side of a vote may move to reconsider that vote. A vote may not be reconsidered a second time or after a motion to reconsider it has failed. A vote adopted at one session of the town meeting may not be reconsidered at a later (adjourned) session of the meeting unless notice of the intended reconsideration is given at the session at which the vote was passed.
- A **quorum** for the transaction of business is **100**. Once a quorum is determined, the presence of a quorum is presumed unless a point of no quorum is raised and a count shows that a quorum is not present. A quorum is not required to adjourn or dissolve.

**Daniel S. Evans, Moderator**

**Town of Cohasset  
Office of the  
Board of Selectmen  
41 Highland Avenue  
Cohasset, MA 02025**

**POSTAL PATRON  
COHASSET, MA 02025**

PRESORTED  
STANDARD  
U.S. POSTAGE  
**PAID**  
PERMIT NO. 37  
COHASSET, MA 02025