



Office of the Town Manager
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Town Meeting Material Distribution Guidance

April 28, 2025

Prior to the pandemic, informational materials related to Town Meeting Articles were either mailed to Town Meeting Members, placed on the table in the back of the hall, or both. Since the first outdoor Town Meeting in June 2020, no paper materials have been distributed in person.

Mailing Materials

Article proponents and interested parties may continue to mail informational materials to Town Meeting Members. Any interested party may obtain a set of Town Meeting Member mailing labels from the Office of the Town Clerk.

Posting Materials to the Town Meeting Webpage

The official Town Website is reserved for posting informational materials by Town officials and proponents of articles. For this purpose, the term “proponent” includes any board, committee or party who would logically be included in the scope of the proponent’s presentation to Town Meeting. Examples of items that will be posted to the Town’s website include:

- Procedural Memo from the Town Moderator
- Town Meeting Warrants
- Glossary of Terms
- FAQs, Reports, Resource Documents, and other primary sources provided by proponents (including citizen petitioners)
- Documents submitted by Town officials who are not the named article proponents, but are the primary board, committee, or official on whose behalf the article was submitted.
 - Example: A letter of support from the Library Trustees for a warrant article relating to library construction.
- Town Manager’s Report to Town Meeting
- Select Board positions on articles
- Finance Committee positions on articles
- Community Preservation Committee’s Report to Town Meeting
- Minuteman School Budget or informational materials
- Motions to Amend that have been submitted in advance

The deadline for posting materials is the Thursday prior to the start of Town Meeting. Items should be submitted to the Office of the Town Manager (otm@needhamma.gov) prior to that date so that they can be reviewed to ensure they meet the criteria.

Town Meeting Email Distribution Lists

There are two forms of email distribution to Town Meeting Members.

1. The Town Clerk maintains an email distribution list. The Town Clerk will forward materials provided by Town officials via this list. Such distribution might include a letter from a Town board or committee (who is not a proponent of that article) in support or opposition to an article. Other examples include procedural memos about Town Meeting or notices of official events related to Town Meeting.
2. The Town Clerk is creating a newly updated precinct contact list that will be live on the webpage for the 2025 Annual Town Meeting. Any interested party may use this method to contact Town Meeting Members. This is the appropriate mechanism for Town Meeting Members to provide comment or materials, and for other interested parties or outside groups to share information about warrant articles.

There is no deadline for use of either of the email distribution methods. For additional information contact the Office of the Town Clerk (townclerk@needhamma.gov) or the Office of the Town Manager (otm@needhamma.gov).