

CITY OF NEWTON

DOCKET REQUEST FORM

DEADLINE NOTICE: Council Rules require items to be docketed with the Clerk of the Council NO LATER THAN 7:45 P.M. ON THE MONDAY PRIOR TO A FULL COUNCIL MEETING.

To: Clerk of the City Council Date: 05-16-2022

From (Docketer): President Albright

Address: _____

Phone: 617-527-7108 E-mail: salbright@newtonma.gov

Additional sponsors: _____

1. Please docket the following item (it will be edited for length if necessary):

PRESIDENT ALBRIGHT appointing Councilor Alicia Bowman, 19 Chestnut Terrace, Newton, to the Newton Affordable Housing Trust for a term of office to expire on December 31, 2022.

RECEIVED
2022 MAY 16 PM 2:30
CITY CLERK
NEWTON, MA, 02459

2. The purpose and intended outcome of this item is:

- Fact-finding & discussion
- Ordinance change
- Appropriation, transfer, Resolution
- Expenditure, or bond authorization
- License or renewal
- Special permit, site plan approval, Appointment confirmation
- Zone change (public hearing required) Other: _____

3. I recommend that this item be assigned to the following committees:

- Programs & Services
- Finance
- Real Property
- Zoning & Planning
- Public Safety
- Special Committee
- Public Facilities
- Land Use
- No Opinion

4. This item should be taken up in committee:

Immediately (Emergency only, please). Please state nature of emergency:

- As soon as possible, preferably within a month
- In due course, at discretion of Committee Chair
- When certain materials are made available, as noted in 7 & 8 on reverse
- Following public hearing

5. I estimate that consideration of this item will require approximately:

- One half hour or less
- More than one hour
- More than one meeting
- Up to one hour
- An entire meeting
- Extended deliberation by subcommittee

6. The following people should be notified and asked to attend deliberations on this item. (Please check those with whom you have already discussed the issue, especially relevant Department Heads):

City personnel

Citizens (include telephone numbers/email please)

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

7. The following background materials and/or drafts should be obtained or prepared by the Clerk's office prior to scheduling this item for discussion:

8. I have or intend to provide additional materials and/or undertake the following research independently prior to scheduling the item for discussion. *

(*Note to docketer: Please provide any additional materials beyond the foregoing to the Clerk's office by 2 p.m. on Friday before the upcoming Committee meeting when the item is scheduled to be discussed so that Councilors have a chance to review all relevant materials before a scheduled discussion.)

Please check the following:

- 9. I would like to discuss this item with the Chairman before any decision is made on how and when to proceed.
- 10. I would like the Clerk's office to contact me to confirm that this item has been docketed. My daytime phone number is:
- 11. I would like the Clerk's office to notify me when the Chairman has scheduled the item for discussion.

Thank you.

Signature of person docketing the item

[Please retain a copy for your own records]