



# Town of Ipswich

## Office of the Town Manager

25 Green Street ♦ Ipswich, Massachusetts 01938

p: (978) 356-6609 ♦ f: (978) 356-6616 ♦ e: [tm@ipswich-ma.gov](mailto:tm@ipswich-ma.gov) ♦ w: [ipswichma.gov](http://ipswichma.gov)

TO: All Town Departments  
Interested Parties

FROM: Town Manager Robin Crosbie

SUBJECT: ANNUAL TOWN MEETING – ARTICLES SUBMISSION

DATE: December 2, 2013

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The Annual Town Meeting will be held Tuesday May 13, 2014. In order to accommodate notice and publication schedules, below is the schedule for submission of articles:

1. All articles from departments or boards are due in the office of the Board of Selectmen no later than 2:00 pm on Monday, February 3, 2014. The Board of Selectmen will vote to close the warrant on February 18, 2014. Once the warrant is closed, it will go to Town Counsel for review and to the Finance Committee for recommendations on articles.

The Board of Selectmen will set the warrant on March 3 and will hold a public hearing on the warrant on March 17, 2014.

When submitting articles, the following must be submitted in writing on the attached form (*also available on the shared drive*):

1. The proposed article. A general draft is acceptable as it will be properly formatted by me or by Counsel, if accepted by the Board of Selectmen.
  2. A brief narrative describing the purpose and the need for the article.
  3. Estimated costs, if any, for the requested article.
2. **Citizen Petitions** – Petition articles are due by 2:00 PM Monday, February 18, 2014. In order for a petition to be guaranteed placement on the Annual Town Meeting warrant, 10 names/signatures/addresses of registered Town voters is required, and must be certified by the Town Clerk. Forms and instructions to be used for petition articles are available in the Board of Selectmen's office and online on the Town Meeting documents page at [www.ipswichma.gov](http://www.ipswichma.gov). Petition articles will be printed in the warrant verbatim, so citizens are asked to review the forms and instructions carefully.
  3. The Board of Selectmen is scheduled to close the warrant on Monday, February 18, 2013 and will hold a public hearing regarding the warrant on Monday, March 17, 2014.

Please contact me if you have questions.

Attachment  
File: 2014 ATM