



Town of Ipswich

Office of the Town Manager

25 Green Street ♦ Ipswich, Massachusetts 01938

p: (978) 356-6609 ♦ f: (978) 356-6616 ♦ e: tm@ipswichma.gov ♦ w: ipswichma.gov

TO: All Town Departments; Interested Parties
FROM: Town Manager
SUBJECT: ANNUAL TOWN MEETING – ARTICLES SUBMISSION
DATE: February 8, 2020 (New ATM Saturday Meeting Date)

The Annual Town Meeting will be held Saturday, May 15, 2021. In order to accommodate notice and publication schedules, below is the schedule for the Warrant:

1. The Select Board opened the warrant on January 4, 2021.
2. All articles from town/school departments, boards or committees are due in **FINAL FORM** to the office of the Select Board no later than Noon on Friday, February 19, 2021, for review by the Town Manager and Town Counsel.

The Select Board will hold a public hearing on the warrant on Monday, March 1, 2021 and sign the warrant at that time. After signing, the warrant will be posted and sent to the Finance Committee, School Committee, Town Counsel and Town Moderator.

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 the Town Manager or by Town Counsel, if accepted by the Select Board.
2. A brief narrative describing the purpose and the need for the article.
3. Estimated costs, if any, for the requested article.
3. **Citizen Petitions** – Certified petition articles are due by Noon on Friday, February 19, 2021. In order for a petition to be guaranteed placement on the Annual Town Meeting warrant, ten (10) names/signatures/addresses of registered Town voters are required, and must be certified by the Town Clerk. Forms and instructions to be used for petition articles are available in the Select Board's office and online on the Town Meeting documents page at www.ipswichma.gov/townmeeting. Petition articles will be printed in the warrant verbatim, so citizens are asked to review the forms and instructions carefully.

Please contact the Town Manager/Select Board if you have questions.