



Town of Ipswich

Office of the Town Manager

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M E M O R A N D U M

TO: All Town Departments & Interested Parties
FROM: Anthony Marino, Town Manager
DATE: July 6, 2021
RE: SPECIAL TOWN MEETING (10-19-21) – ARTICLES SUBMISSION

The Special Town Meeting will be held Tuesday, October 19, 2021, at 7:00 PM at the Ipswich Middle/High School. To accommodate notice and publication schedules below is the schedule for submission of articles:

1. The warrant is open from Monday, July 6, 2021 to Friday, August 13, 2021
2. **All articles from departments or boards are due in the office of the Select Board no later than 12:00 pm on Friday, August 13, 2021.** Once the warrant is set, it will go to Town Counsel for review and to the Finance Committee for recommendations on funding articles. Zoning proposals requiring drafting, review, and hearings must be submitted earlier.

The Select Board will hold a public hearing and sign the warrant on Monday, August 23, 2021.

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 Counsel, or by me 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:** In order for a petition to be guaranteed placement on the Special Town Meeting warrant, 100 names/signatures/addresses of registered Ipswich voters is required, and must be certified by the Town Clerk. **Petition articles must be submitted before 12:00 PM on Friday, August 13, 2021.** Citizen Petition forms can be obtained on the Towns Website under the Government tab – Town Meetings and Elections.
4. The Select Board is scheduled to close the warrant on Friday, August 13, 2021, and it will hold a public hearing regarding the warrant on Monday, August 23, 2021.

Please contact me if you have questions.

Department or Board – Town Meeting Article Submission Form

This form is required to be submitted with each article

Date: _____

Title/Subject Matter of Article: _____

Contact Information:

Name of Submitter: _____

Department: _____

Office Tel. #: _____ Email: _____

Proposed Article Language:

Brief Summary: (purpose of or reason for the proposed article)

Amount of Funding Needed: \$ _____ Recommended Funding Source: _____

Attach any relevant documentation (quotes, memos, proposed language, etc.)

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