



# Town of Ipswich

## Office of the Town Manager

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## M E M O R A N D U M

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**TO:** All Town Departments & Interested Parties  
**FROM:** Town Manager Anthony Marino  
**DATE:** August 3, 2020  
**RE:** SPECIAL TOWN MEETING – ARTICLES SUBMISSION

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The Special Town Meeting will be held Saturday, October 17, 2020, at 9:00 AM 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, August 3, 2020 – Monday, August 24, 2020
2. **All articles from departments or boards are due in the office of the Select Board no later than 4:00 pm on Monday, August 24, 2020.** 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 Tuesday, September 8, 2020.

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 Town voters is required, and must be certified by the Town Clerk. **Petition articles must be submitted before 4:00 PM on Monday, August 24, 2020.** 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 Monday, August 24, 2020, and it will hold a public hearing regarding the warrant on September 8, 2020.

Please contact me if you have questions.

# Department or Board – Town Meeting Article Submission Form (08/18)

***This form is required to be submitted with each article***

Title/Subject Matter of Article: \_\_\_\_\_ Date: \_\_\_\_\_

**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.)**

**Email this page to Town Manager**