



# Town of Ipswich

## Office of the Town Manager

25 Green Street ♦ Ipswich, Massachusetts 01938

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**TO:** All Town Departments; Interested Parties  
**FROM:** Town Manager  
**SUBJECT:** ANNUAL TOWN MEETING – ARTICLES SUBMISSION  
**DATE:** December 30, 2021

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The Annual Town Meeting will be held Tuesday, May 10, 2022. In order to accommodate notice and publication schedules, below is the schedule for the Warrant:

1. The Select Board will announce its intent to open the warrant on January 3, 2022.
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 18, 2022, for review by the Town Manager and Town Counsel.

The Select Board will hold a public hearing on the warrant on March 7, 2022 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 emailed to [tm@ipswichma.gov](mailto:tm@ipswichma.gov) 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 February 18, 2022. 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](http://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.

# Department or Board – Town Meeting Article Submission Form (01/22)

***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: \_\_\_\_\_

Presenters (as needed):

1. Select Board Warrant Review: \_\_\_\_\_

2. Finance Committee Warrant Review: \_\_\_\_\_

3. School Committee Warrant Review: \_\_\_\_\_

School items only

4. Town Meeting: \_\_\_\_\_

## **Funding**

Amount of funding needed: \$ \_\_\_\_\_

Recommended funding source: \_\_\_\_\_

## **Please submit via email to the Town Manager [tm@ipswichma.gov](mailto:tm@ipswichma.gov):**

1. This form.
  2. Proposed article language.
  3. Brief summary to be included in the warrant article (purpose/reason for the proposed article).
  4. Relevant documentation to be distributed to Boards and Committees (quotes, memos, maps, etc.).
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