



# Town of Ipswich

## Office of the Town Manager

25 Green Street Ipswich, Massachusetts 01938

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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:** Stephen Crane, Town Manager  
**DATE:** July 5, 2023  
**RE:** SPECIAL TOWN MEETING (10-24-23) – ARTICLE SUBMISSION

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The Special Town Meeting will be held **Tuesday, October 24, 2023**, at 7:00 PM at the Ipswich Middle/High School. To accommodate notice and publication schedules below is the schedule for the submission of articles:

1. The warrant is open from Monday, July 10, 2023, to Friday, August 11, 2023.
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 11, 2023.** Once the warrant is set, it will go to Town Counsel for review and to the Finance Committee for recommendations on 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 21, 2023.

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 are required, and must be certified by the Town Clerk. **Petition articles must be submitted before 12:00 PM on Friday, August 11, 2023.** 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 11, 2023, and it will hold a public hearing regarding the warrant on Monday, August 21, 2023.

Please contact me at [tm@ipswichma.gov](mailto:tm@ipswichma.gov) or 978-356-6609 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, memo, and/or proposed language with this form to the Town Manager, [tm@ipswichma.gov](mailto:tm@ipswichma.gov).**

Town of Ipswich  
Town Meeting Citizen Petition Article Form

*While not required, this form is the preferred method for a citizen to insert an Article on the Warrant for Town Meeting.*

**IMPORTANT**

1. Petitioner should consult with someone knowledgeable in municipal government, such as a lawyer, the Town Manager, or the Town Moderator, before drafting a proposed Article and gathering the signatures to insert an Article on the Warrant.
2. Petitioner will be listed as the sponsor of the Article on the Warrant and should be the first-named voter to sign this petition.
3. Select Board will print the proposed Article in the Warrant verbatim; the petitioner and citizens signing are advised to review the language carefully.
4. A WORD copy of this form is available by e-mail from [tm@ipswichma.gov](mailto:tm@ipswichma.gov).

Petitioner's Name: \_\_\_\_\_  
 Tel. #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Address: \_\_\_\_\_

**Proposed Title of Warrant Article:** \_\_\_\_\_

**Proposed Warrant Article:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Brief Summary: (purpose or reason for the proposed Article – not required but helpful)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please complete this form and return it to the Town Clerk. Attach the original forms with the required number of signatures\* with the proposed Warrant Article at the top of each sheet.

**Submit this document to the Town Clerk's Office**

\*ATM – 10 Certified Signatures Required  
 \*STM – 100 Certified Signatures Required  
*(use extra forms if number of signatures exceeds allotted lines)*

Petition Articles will be printed in the Warrant verbatim; citizens should review the form and instructions carefully.

**Proposed Warrant Article (title and language):**

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We, the undersigned registered voters of Ipswich, hereby petition the Select Board to insert the above Article on the Warrant for the next Town Meeting.

	<b>Name as Registered (Print)</b>	<b>Signature</b>	<b>Voting Address (Print)</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
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16.			
17.			
18.			
19.			
20.			

We certify that \_\_\_\_\_(numbers of names certified) of the above signatures checked are qualified voters of this town.

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Ipswich Board of Registrars

\_\_\_\_\_  
Date