



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: Stephen Crane, Town Manager
SUBJECT: ANNUAL TOWN MEETING – ARTICLES SUBMISSION
DATE: December 27, 2023

The Annual Town Meeting will be held on Tuesday, May 14, 2024. 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 2, 2024.
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 Monday, January 29, 2024**, for review by the Town Manager and Town Counsel.

The Select Board will hold a public hearing on the warrant on March 4, 2024 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 11:00 am on February 9, 2024. 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, at 978-356-6609.

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

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: _____

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:

1. This form.
2. Proposed article language.
3. 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.).

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

Email this page to Town Manager at tm@ipswichma.gov