



Town of Longmeadow

Select Board & Town Manager

20 Williams Street • Longmeadow, MA 01106

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TO: All Town Departments
Boards and Committees
Interested Parties

(SB approved 1/16/18)

FROM: Town Manager Stephen Crane

SUBJECT: ANNUAL TOWN MEETING – ARTICLES SUBMISSION

DATE: January 16, 2018

The Annual Town Meeting will be held **May 8, 2018**. In order to accommodate notice and publication schedules, below are the deadlines for submission of articles:

1. **All articles** from departments and boards are due in the Select Board's office no later than 4:00 pm on **Monday, February 26, 2018**. The date for closing the warrant is scheduled for March 5, 2018 with the warrant to be signed on March 19, 2018. The warrant will go to Town Counsel for review and to the Finance Committee for recommendations on funding of articles. Zoning proposals requiring drafting and review must be submitted earlier.

When submitting articles, the following must be submitted in writing on the attached form (*also available on the shared drive in the Forms folder*):

1. The proposed article. A general draft is acceptable as it will be properly formatted by me or by 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.
2. **Citizen Petition articles** are due in the Select Board's office no later than 12:00 p.m. on **Monday, February 26, 2018**. In order for a petition to be guaranteed placement on the Annual Town Meeting warrant, 10 names/signatures/addresses of registered Town voters are required, and **must** be certified by the Town Clerk. **We cannot guarantee certification of signatures on citizen petitions if received after noon on February 26, 2018**. Forms and instructions to be used for petition articles are available in the Select Board's office and online on the Select Board page at www.longmeadow.org. Petition articles will be printed in the warrant *verbatim*, so citizens are asked to review the forms and instructions carefully.

Please contact me if you have questions.