



Town of Longmeadow
SELECT BOARD & TOWN MANAGER

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Select Board approved June 4, 2018

TO: Select Board, Town Departments, Board/Committee Chairs, and Interested Parties
FROM: Town Manager Stephen Crane
SUBJECT: FALL SPECIAL TOWN MEETING – ARTICLE SUBMISSION
DATE: June 4, 2018

The Fall Special Town Meeting will be held on Tuesday, October 16, 2018. Please see the information below regarding article submission deadlines.

1. All articles from departments and boards are due in the Select Board's office **no later than 12:00 pm (noon) on August 27, 2018.** The closing of the warrant is scheduled for September 4, 2018; the Select Board is scheduled to sign the warrant on September 17, 2018. Once the warrant is closed, it will go to Town Counsel for review and to the Finance Committee for recommendations on funding articles. Zoning and other bylaw proposals requiring drafting and review must be submitted earlier and may require a public hearing.

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 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 PETITIONS** - Petition articles are due in the Select Board's office **no later than 12:00 pm (noon) on August 27, 2018.** In order for a petition to be guaranteed placement on the Special Town Meeting warrant, 100 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 on the town's website on the Select Board page. 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.