



Town of Longmeadow

SELECT BOARD & TOWN MANAGER

20 Williams Street • Longmeadow, MA 01106
Tel. (413) 565-4110 • FAX (413) 565-4112

SB approved by consensus 7/15/19

TO: Select Board, Town Departments, Board/Committee Chairs, and Interested Parties
FROM: Town Manager Stephen Crane
SUBJECT: SPECIAL TOWN MEETING – ARTICLE SUBMISSION
DATE: July 15, 2019

The Fall Special Town Meeting will be held on Tuesday, November 5, 2019. 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 October 1, 2019.** The closing of the warrant is scheduled for October 7, 2019; the Select Board is scheduled to sign the warrant on October 21, 2019. 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 October 1, 2019.** 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 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.

Longmeadow Department Article Information Sheet

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, in fifty (50) words or less, of reason for article (this information will be included with article on the Town Meeting Warrant:

Amount of Funding Needed: _____ Recommended Funding Source: _____

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

Email this page to Town Manager
