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M E M O R A N D U M

TO: All Town Departments & Interested Parties
FROM: Town Manager Robin Crosbie
DATE: June 1, 2018
RE: SPECIAL TOWN MEETING – ARTICLES SUBMISSION

The Special Town Meeting will be held Saturday, October 13, 2018 at 9:00 AM. In order to accommodate notice and publication schedules, below is the schedule for submission of articles:

All articles from departments or boards are due in the office of the Board of Selectmen no later than August 6, 2018.

The Board of Selectmen will hold a public hearing on the proposed warrant on August 20, 2018.

When submitting articles, the following must be submitted in writing on the attached form.

1. The proposed article. A general draft is acceptable as it will be properly formatted by me or by Counsel, if accepted by the Board of Selectmen.
2. A brief narrative describing the purpose and the need for the article.
3. Estimated costs, if any, for the requested article.

Citizen Petitions: In order for a petition to be guaranteed placement on the Special Town Meeting warrant, 100 names/signatures/addresses of registered Town voters is required, and must be certified by the Town Clerk. Petition articles must be submitted no later than the date and time that the Board signs the warrant. The preferred form for submitting petition articles is attached to this memo, available in the Board of Selectmen's office and online at. Petition articles will be printed in the warrant verbatim, so citizens are asked to review the forms and instructions carefully.

The Board of Selectmen is scheduled to set and sign the warrant on September 10, 2018.

Please contact me if you have questions.

Attachment File:
2018 STM
