



Town of Longmeadow

Select Board & Town Manager
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TO: All Town Departments/Boards/Committees
Interested Parties

FROM: Town Manager Lyn Simmons
Assistant Town Manager Paul Pasterczyk

SUBJECT: ANNUAL TOWN MEETING – **ARTICLE SUBMISSION DEADLINE**

DATE: January 19, 2021

The Annual Town Meeting will be held Tuesday, **May 11, 2021**. In order to accommodate notice and publication schedules, below are the deadlines for submission of articles:

1. **Town Departments/Boards/Committees Articles** are due in the Select Board's office no later than 12:00 p.m. on **Monday, February 22, 2021**. The warrant will go to Town Counsel on Tuesday, February 23, 2021 for review and to the Finance Committee for recommendations on the funding of articles. The date for closing the warrant is scheduled for March 1, 2021 with the warrant being signed by the Select Board on March 15, 2021. Zoning proposals requiring drafting and review must be submitted earlier.

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

- a. 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.
 - b. A brief narrative describing the purpose and the need for the article.
 - c. 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 22, 2021**. 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 22, 2021.*** Forms and instructions to be used for petition articles are available in the Select Board's office and on the Town's website, www.longmeadow.org 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.