

**TO:** Department Heads  
Boards and Committees  
Commissions

**FROM:** Robert A. Mercier  
Town Administrator

**DATE:** June 18, 2008

**RE:** Article Submission/September Town Meeting **MEMO# 08-048**

The next regular Town Meeting has been scheduled for **September 22, 2008**.

All warrant articles and backup must be submitted to this office no later than 45 days before Town Meeting. The submission date for articles and backup to my office is **Friday, August 8, 2008**.

Please be advised that we remain very concerned about the fiscal stability of our budget; and therefore, articles seeking money from appropriations (Raise and Appropriate) will be discouraged and other sources of available funds should be identified to pay for such expenditures. It is most likely that our Free Cash will be certified by this date; and therefore, will be unavailable for use.

As you are aware, we are required to mail all material to Town Meeting members 14 days before Town Meeting. In order for us to meet this requirement, you must submit your articles and backup by the **August 8th** deadline. If you miss this deadline, the article(s) will have to be held over to the next Town Meeting.

An article submitted on behalf of a board, committee, or commission must include the vote authorizing its submission and the date of the vote. Please submit in typewritten form on standard-sized paper and have it signed by the person submitting the article.

If possible, all articles should be entered into a computer file (preferably in Times New Roman font size 12) and e-mailed to my office to my assistant Janis Critch at [jcritch@burlmass.org](mailto:jcritch@burlmass.org).

jcc

cc: Town Moderator  
Town Counsel