



## Building Committee Presentations

Date	Board /Committee	Purpose
1-Nov-12	Board of Finance	Secure pre-referendum funding for professional services
14-Jan-13	Board of Education	Building Committee Vice Chair gives update on progress of project
14-Jan-13	Bldg. Official/Fire Marshall	Discuss requirements of project (Loop Rd. discussed)
15-Jan-13	Public	Building Committee hosts, with assistance from professional team, public information session
17-Jan-13	Board of Education	Update BoE with proposed design concept
6-Feb-13	Planning & Zoning	Secure 8-24 approval
21-Feb-13	BoE, BoF, TC	Update all three Boards/Committees as to the design /budget and answer questions
25-Feb-13	Board of Education	Approval of conceptual design
27-Feb-13	Board of Finance	First Read
5-Mar-13	Town Council	First Read
12-Mar-13	Town Council	Architect & Vice Chair attended meeting and answered questions of the TC
27-Mar-13	Board of Finance	Project presentation for approval

## Grant Application (EDO-49) Due Dates



Requirement	*Due Date (No Later Than)	Complete	Comments
EDO-49 Electronically Submitted	28-Jun-13		
<u>Certified</u> Copies of Resolutions	26-Jun-13		Based on TC Mtg. of June 25, 2013
Educational Specifications		Yes	Revised Ed-Spec's forwarded on 3/27/13. Currently being reviewed by BoE.
BoE Written Approval of Ed-Spec's	24-Jun-13		
Authorization of funding (i.e. <u>certified</u> referendum language and vote count)	26-Jun-13		Based on TC Mtg. of June 25, 2013
Enrollment Projection		Yes	Based on NESDEC Report Dated January 3, 2013 (579)
VoAg Equipment List	N/A	N/A	
VoAg-SDE Approval	N/A	N/A	
Completed Cost Estimate	25-Jun-13		Will be finalized upon concept agreement.
Signed Checklist	28-Jun-13		

\*Please note these dates represent the very last day possible to finalize these issues. This would not be the optimal situation and is very risky. The above is based on SLAM's "Option 2 Latest Possible Referendum Date" of June 18, 2013 and utilizing the the regularly scheduled Town Council Meeting dates.

## **DEBT AUTHORIZATION (TOWN CHARTER REQUIREMENTS)**

<b>Agency</b>	<b>Comment</b>
<b>PLANNING AND ZONING COMMISSION</b>	Proposed project must be referred to the local Planning and Zoning Commission for approval or a report (unless project is solely purchase of movable equipment). Planning and Zoning Commission should act on referral before Town Meeting is held. Action by Commission must be by majority vote of all its members, not just a majority of those present. C.G.S. Sections 8-24; 8-22.
<b>BOARD OF FINANCE</b>	Prior to Town Meeting, Board of Finance must recommend appropriation and bond and note authorization. Charter, Sections 5.1, 5.2; C.G.S. Section 7-348.
<b>TOWN COUNCIL</b> <b>(If Town Council decides to submit an item to referendum the Town Clerk will need 30 days notice in order to prepare)</b>	The Town Council must recommend appropriation and bond and note authorization and set date for Special Town Meeting to act on recommendation. Charter, Section 2.4; C.G.S. Section 7-3. The Town Council can submit any item to referendum by acting not less than five days prior to the Town Meeting. Charter, Section 4.4; C.G.S. Section 7-7.
<b>NOTICE OF TOWN MEETING</b> <b>(Must be submitted 3 days before publication)</b>	When the proceedings above are complete, the Notice of Town Meeting must be posted and published at least five days prior to meeting, and the Return of Notice must be filed with Town Clerk. Publication must be in a newspaper having a general and substantial circulation in the Town. Do not include day of Town Meeting in counting five days for publishing and posting notice. Charter, Sections 2.4, 4.1; C.G.S. Sections 7-3, 7-4. Notice of referendum initiated by the Town Council should be included in notice of Town Meeting. Town meeting must be held within seven to fourteen days prior to referendum date. Charter, Section 4.4; C.G.S. Sections 7-7, 7-9c.
<b>TOWN MEETING</b>	Town Meeting held and full resolution authorizing appropriation, bonds and temporary notes, etc., read, moved, seconded and voted. Charter, Section 4.1. Votes on the resolution should be counted unless the votes are to be taken at a referendum initiated by the Town Council or at an adjourned Town Meeting pursuant to a petition filed under Charter, Section 4.4 and C.G.S. Section 7-7. If voting is to take place at a referendum or adjourned town meeting, ballot heading of referendum question is announced and the Town Meeting is adjourned to referendum to be held within seven to fourteen days of meeting.
<b>ADJOURNED TOWN MEETING - REFERENDUM</b>	Absentee ballots must be provided. C.G.S. Sections 9-135, 9-1(n), 9-369c.

## **Possible Bond Approval Schedule**

May 20, 2013 – Board of Finance approval (regular meeting)

May 21, 2013 – Town Council approval (special meeting)

May 22, 2013 – Submit question to Town Clerk for preparation of absentee ballots

May 29, 2013 – Send legal ad to newspaper for publication

May 31, 2013 – Town Meeting / Referendum legal ad published

June 10, 2013 – Town Meeting

June 14, 2013 – Publish explanatory text in newspaper

June 18, 2013 - Referendum