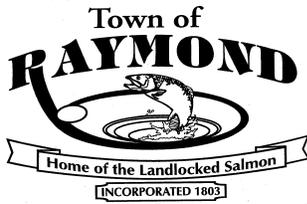


***SELECTMEN'S e-PACKET***  
***List of Files***  
***February 8, 2011***

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**BOARD OF SELECTMEN**  
**AGENDA**  
February 8, 2011  
7:00 p.m.  
JSMS Broadcast Studio

**SELECTMEN'S MEETING**

- 1) **Call to order.**
- 2) **Minutes of previous meeting dated January 11, 2011**
- 3) **New business.**
  - a) **GIS Quarterly Review- Dave Sawyer, Windham Assessor**
  - b) **Raymond Beach Management Proposal Presentation- Jeff Pomeroy**
  - c) **Public Hearing: New Special Amusement Application JD's Firehouse Grill, 1227 Roosevelt Trail (Former Roscoe's location), Jason & Dawn Greenleaf- Town Clerk Louise Lester**
  - d) **Certificate of Notice for Cell Tower Public Hearing- Code Enforcement Officer Chris Hanson**
  - e) **Policy Review: "Provider Agencies' Request for Funds from the Town of Raymond"**
  - f) **Executive Session pursuant to 1 MRSA § 405(6)(H): Meeting with CEO Chris Hanson regarding ongoing legal matters related to land use violations.**
- 4) **Old (unfinished) business.**
  - a) **Review of Tax Acquired Property Bids- Town Manager Don Willard**
- 5) **Public Comment** This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings.
- 6) **Town Manager Report and Communications.**
  - a) **Confirm date for next meeting. Proposed date: Tuesday, March 8, 2011.**
  - b) **Municipal Budget will be delivered on February 11<sup>th</sup>**
  - c) **February 22<sup>nd</sup>: Joint meeting with Budget/Finance Committee**
- 7) **Selectmen Communications.** This agenda item is for the general discussion of non-agenda items by the Board of Selectmen, and for the purpose of introducing future topics for discussion. No action will be taken.

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The Selectmen may take items out of order at their discretion.

**8) Fiscal Warrants – Payroll and Appropriation Warrants – February 8, 2011**

**9) Adjournment.**

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The Selectmen may take items out of order at their discretion.

*Board of Selectmen Agenda, February 8, 2011*

*Page 2 of 2*

*Deadline for Next Agenda: February 25, 2011*



**BOARD OF SELECTMEN**  
**AGENDA**  
February 8, 2011  
7:00 p.m.  
JSMS Broadcast Studio

**SELECTMEN'S MEETING**

- 1) **Call to order.**
- 2) **Minutes of previous meeting dated January 11, 2011**
- 3) **New business.**
  - a) **GIS Quarterly Review- Dave Sawyer, Windham Assessor**

Windham Assessor, Dave Sawyer, will provide a detailed overview of GIS Contract Project work completed and ongoing for Windham employee, Elisa Trepanier, since the last update in December. Attached to the ePacket is a summary of the nine most recent activities, related to this project, undertaken and completed since the last report.

- b) **Raymond Beach Management Proposal Presentation- Jeff Pomeroy**

Jeff Pomeroy will be presenting his Raymond Beach Management proposal to the Selectmen. Proposal attached to ePacket.

- c) **Public Hearing: New Special Amusement Application JD's Firehouse Grill, 1227 Roosevelt Trail (Former Roscoe's location), Jason & Dawn Greenleaf- Town Clerk Louise Lester**

Owners, Dawn & Jason Greenleaf, are proposing to have a 1000 sq ft entertainment section within their restaurant floor plan with security cameras and monitoring where they will have live bands playing a variety of styles of music, including Blues and Jazz. Entertainment will take place Fridays and Saturdays 9:30pm to 12:00am. All life safety, building code and fire protection inspections have been completed and corrective actions, if necessary, taken. Fire Inspector Craig Messenger and Code Enforcement Officer Chris Hanson are recommending approval of this Special Amusement Application. The building is fully compliant with all applicable code issues and therefore suitable for the intended use. Public comment will be taken on this new application.

- d) **Certificate of Notice for Cell Tower Public Hearing- Code Enforcement Officer Chris Hanson**

In addition to the public hearing process for the proposed conditional rezoning regarding a wireless communication facility off Farm Road, the Selectmen can approve the Certificate of Notice to be filed with the Town Clerk. This notice is a list of the abutters that the notice of the public hearing was sent to and when the notices were sent.

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The Selectmen may take items out of order at their discretion.

**e) Policy Review: “Provider Agencies' Request for Funds from the Town of Raymond”**

The Policy of “Provider Agencies' Request for Funds from the Town of Raymond” will be reviewed and possibly amended. This policy created a process for outside social service provider agencies to request funding from the Town of Raymond. A copy of the current policy is attached to the ePacket

**f) Executive Session pursuant to 1 MRSA § 405(6)(H): Meeting with CEO Chris Hanson regarding ongoing legal matters related to land use violations.**

**4) Old (unfinished) business.**

**a) Review of Tax Acquired Property Bids- Town Manager Don Willard**

Mr. Willard is recommending acceptance of the bids that meet the baseline threshold of reimbursing all of the taxes, interest and penalties on the Tax Acquired Property as well as reaching a threshold of at least a 60% of the actual assessed value of the parcel (staff recommendation only), factoring in any detriments to value for the parcels. The Daggett Drive parcel has a partially completed basement that will need to be removed to realize the full potential value of the lot (quote for removal attached to ePacket). The Valley Road parcel has issues relating to right of way/access that have already been factored in by the assessor. A copy of recommended threshold valuation calculation and the bid opening minutes are attached to the ePacket.

**5) Public Comment** This agenda item is for the public to bring attention to any issues and concerns for future Board of Selectmen meetings.

**6) Town Manager Report and Communications.**

**a) Confirm date for next meeting. Proposed date: Tuesday, March 8, 2011.**

**b) Municipal Budget will be delivered on February 11<sup>th</sup>**

**c) February 22<sup>nd</sup>: Joint meeting with Budget/Finance Committee to review draft budget**

**7) Selectmen Communications.** This agenda item is for the general discussion of non-agenda items by the Board of Selectmen, and for the purpose of introducing future topics for discussion. No action will be taken.

**8) Fiscal Warrants – Payroll and Appropriation Warrants – February 8, 2011**

**9) Adjournment.**

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The Selectmen may take items out of order at their discretion.

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**INTEROFFICE MEMORANDUM**

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**TO:** DAVE SAWYER  
**FROM:** ELISA TREPANIER  
**SUBJECT:** RAYMOND GIS UPDATE  
**DATE:** 1/26/2011  
**CC:**

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Raymond GIS Project Update

The following is a list of projects and accomplishments completed since December 6, 2010:

1. Continued cleanup of parcel text and verification of parcel identification numbers; research deeds and existing surveys; estimate road widths based on older tax maps;
2. Assist Maine Office of GIS employee James Touhill with Raymond E911 road data inquiries;
3. Additional communications with Lake Region Green Print Project Manager, Brenda Faber regarding Raymond GIS data;
4. Discussions with PWD Nathan White regarding road widths;
5. Begin aligning parcels with USGS Web Mapping Service Cumberland County 1' aerials;
6. Begin 2011 deeded land splits;
7. Communications with IT Director Kevin Woodbrey regarding mapping software requirements;
8. Answer inquiries from the public regarding Raymond GIS data;
9. Additional revisions to Street Map.

Jeff Pomeroy  
64 Egypt road Raymond, ME  
(207) 239-1658

### Raymond beach leasing proposal

#### **A. Business history**

- General Contracting
- built two spec homes; Frye island and Bridgton
- currently have millwork business in Raymond, Maine
- business owner for 22yrs Dovetail Woodworks

#### **B. Business plan**

My proposal for the Raymond beach is that there will be a food/rental stand. The food proportion section will have simple foods such as hotdogs, chips, fried food, hamburgers etc. There will also be cooked to order lobster bakes and other seafood's. A number advertised that customers can call to place an order. Once the food is ready, there will be a "delivery" type service so the food can be brought to the customer waiting by boat at the dock, or by car. The rental proportion of the stand will have swimming devices. Customers will be able to rent out canoes, kayaks and other motor-free boats. In future years motor boats will be considered.

#### **C. Term of proposal**

The Town will Furnish two portable toilets. One regular and the other handicapped. Provide and install swimming ropes and off site trash dumpster for beach trash. The Raymond Beach will stay a charge free beach. There will be provided beach clean up and light policing. In return there will be no annual payment to the town. If the town was to provide the cleanup and policing, it would cost for two people from memorial day through labor day fifteen hours a day, seven days a week with the hourly pay of eight dollars an hour; it would cost the town 24,000 dollars plus taxes and workmen's comp. I consider that the payment for the lease of the beach. I will ask for a five year lease with first refusal for more time after

the 5 year term is up.

**D. Business references**

- Dan Oram (Oram custom carpentry)  
(207)751-6915
- Joe Waltman (Anastos & Nadeau)  
(207)846-0410 ext. 107
- Mike Knight (MK drywall)  
(207)272-7579

**E. Activities to be conducted**

There will be a 10 ft by 20 ft removable building on the lake side of the fence, next to the gated entrance to the beach. I will need all 21 parking spaces to be designated for beach use only. There will also be a 6ft by 100ft dock with a 6ft by 24ft tee on end of dock. Also, small fingered docks for the use of the boat rentals. A company pickup truck will be parked in beach parking with a computer screen sign advertising food sales, boat rentals, and pickup up delivery number. I will also have additional signage at end of dock for delivery number and food specials. A pole will be installed to house power phone and cable and will be hooked to the 10ft by 20ft food stand. Picnic tables will be installed by stand around the chain linked fence. No additional parking at this time will be necessary.

**F. Bank Letter**

Private funding

**G. Insurance**

General liability on beach, dock and food stand. Ready to be implemented when agreement has been reached between myself and the town of Raymond. The policy is for 1 million dollars or two million total in claims. Contact agent is Lori at Cross insurance.

any questions feel free to call 239-1658  
thank you for your time,  
Jeff Pomeroy

Rec'd  
1/13/11

TOWN OF RAYMOND  
401 WEBBS MILLS ROAD  
RAYMOND, MAINE 04071  
207-655-4742

SPECIAL AMUSEMENT APPLICATION

1. Name of Applicant: Dawn Greenleaf
2. Address of Applicant: 8 Sonny Hill Casco Me 04015  
 Street City State Zip
3. Name of Business: JD's Firehouse Grille
4. Business Street Address: 1227 Roosevelt Trail Raymond
5. Business Mailing Address: PO Box 648 Raymond
6. Telephone Residence: 2076154453 Business: 207655-1001
7. List the names and addresses of all officers & residency for the preceding 3 years.  
Dawn Greenleaf 8 Sonny Hill Rd Casco  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Have any of the officers been convicted of a Class A, B, or C crime in the last 3 years? If so who and please describe the offense:  
NO  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Please describe the premises including security measures being taken, size, seating, etc.  
Entertainment Section 1000 Sq Ft. Rest. is 5000 Sq Ft  
Security Cameras, Security Monitoring of Clientel  
 \_\_\_\_\_
10. Has applicant ever had a license denied or revoked? If so describe the circumstances:  
NO  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Please specify the type of entertainment in detail:

50's, 60's 70's 80's, Blues + Jazz  
\_\_\_\_\_  
\_\_\_\_\_

12. List the days and hours of entertainment:

Fri days - 9:30pm - 12 am  
Saturdays - 9:30pm - 12 am  
\_\_\_\_\_

Note: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$500.00 for each offense or by both. Each day that a violation occurred shall be considered a separate offense."

13. The fee must be paid at the time of application. The application fee is \$50.00 plus all advertising costs if a public hearing is necessary.

Dawn Greenleaf

Signature of Applicant

1/13/2011

Date

**NOTE: Special amusement permits expire at the same time as the liquor license.**

Authorizing signatures:

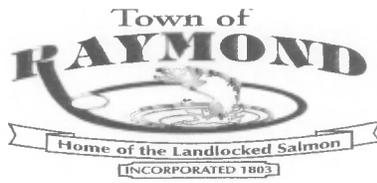
Town Manager: \_\_\_\_\_

Code Enforcement Officer: \_\_\_\_\_

Selectmen: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Denis Morse  
Chief



Bruce Tupper  
Assistant Chief

## FIRE/RESCUE

1443 Roosevelt Trail  
Raymond, Maine 04071

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Emergency 9-1-1

Chief's Office 655-1187

Dispatch 655-7851

January 24, 2011

To: Town of Raymond, Board of Selectman

From: Craig Messinger, Fire Inspector

Re: JD's Firehouse Grill

Please be advised that on this date, January 24, 2011, a Life Safety Inspection was conducted at #1227 Roosevelt Trail, DBA as JD's Fire house grill. At this time no violations have been noted at this address in accordance with the NFPA, Life Safety Guidelines,

Respectfully,

A handwritten signature in cursive script that reads "Craig Messinger".

Craig Messinger  
Town of Raymond Fire Inspector

**Certificate of Notice**  
(to be filed with the Town Clerk)

The Town of Raymond Board of Selectmen hereby certifies that on October 5, 2010, Danielle Loring, Code Enforcement Administrative Assistant, mailed copies of the attached **Town of Raymond Planning Board Notice of Public Hearing** by first class mail, from Raymond Town Office, 401 Webbs Mills Road, Raymond, Maine. 04071, to the following persons at the addresses listed:

Velma Strout 119 Raymond Hill Rd Raymond, ME 04071	Central Maine Power 70 Farm View Dr New Gloucester, ME 04260
Eugene & Carol Strout 112 Raymond Hill Rd Raymond, ME 04071	Roger Strout 85 Pillsbury St So. Portland, ME 04106
Raymond Lund 12 Falmouth Rd Falmouth, ME 04105	Dennis Cole 8 Den's Dr Raymond, ME 04071
Timothy Fiori & Rachel Prosser 35 Valley Rd Raymond, ME 04071	Peter Kelly P.O. Box 617 Portland, ME 04104
David & Deborah Baker 23 Valley Rd Raymond, ME 04071	Paul & Deanna Godwin 49 Raymond Hill Rd Raymond, ME 04071
Stephen Thibeault 7 Farm Rd Raymond, ME 04071	Cindy & Jay Mclean 95 Raymond Hill Rd Raymond, ME 04071
Patrick & Linda Lee 91 Raymond Hill Rd Raymond, ME 04071	Theron Hamilton 24 Cumberland Rd No. Yarmouth, ME 04097
Gerald & Candace Scripture 77 Raymond Hill Rd Raymond, ME 04071	Delbert & Elisabeth Peavy 36 Valley Rd Raymond, ME 04071
14 Wogan Rd Residential Land C/O John Bell 197 Falmouth Rd Windham, ME 04035	Darren & Elisabeth Cole C/O Dennis Cole 8 Den's Dr Raymond, ME 04071

Town of Raymond  
Board of Selectmen

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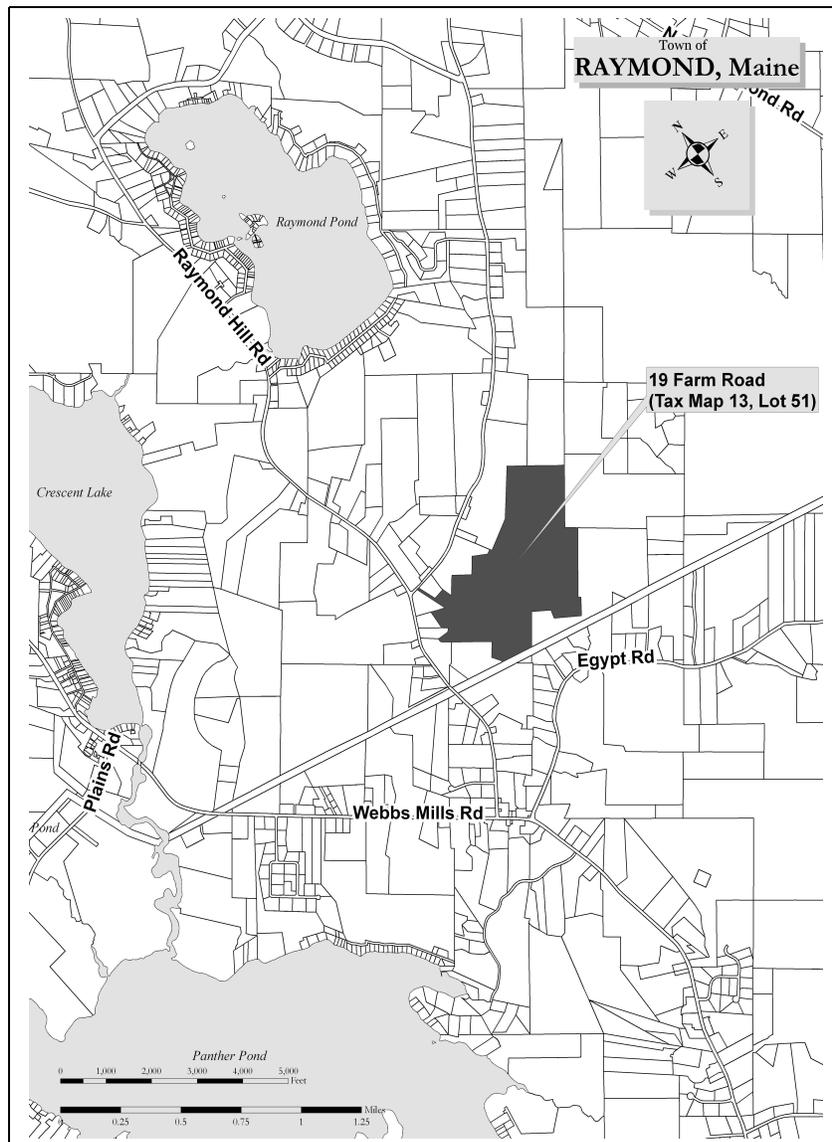
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Date: \_\_\_\_\_

# Town of Raymond Planning Board Notice of Public Hearing

**Wednesday, October 20, 2010, 7:00 pm**  
**Jordan-Small Middle School Broadcast Studio**  
**423 Webbs Mills Road**

The Raymond Planning Board will conduct a public hearing at **7:00 p.m. on Wednesday October 20, 2010 at the Broadcast Studio, 423 Webbs Mills Road, Raymond, Maine**, in accordance with 30-A M.R.S.A. § 4352(8) and Article 7, sections C and D of the Raymond Land Use Ordinance, on a proposed conditional rezoning of property located at 19 Farm Road, Raymond, Maine (Tax Map 13, Lot 51). The following map indicates the location of the property proposed for conditional rezoning.



The proposed conditional rezoning would amend the **Raymond Land Use Ordinance** and the **Land Use Regulation Map** in order to establish the Raymond Hill Wireless Communication Facility

Conditional Zone. The conditional zoning district would be subject to the regulations applicable in the Rural District (R), as modified by the Conditional Zoning Agreement between the Town of Raymond and Maine RSA #1, Inc., Michael Major and Mary Jean Major.

The **Conditional Zoning Agreement** would allow, as a permitted use on the subject property, a single Wireless Communication Facility tower one hundred twenty five feet (125') in height in the Rural Zoning District, at 680' ground elevation on Raymond Hill. The Raymond Wireless Communications Facilities ordinance prohibits facilities above 600' ground level on Raymond Hill, and limits the height to 75', with an additional 25' for each co-locator, up to 125'. The agreement would specify that the facility would not be subject to those ordinance limitations.

The agreement also specifies that the application and site plan submitted by Maine RSA#1/ US Cellular to construct the Wireless Communications Facilities would be subject to Planning Board review and approval under the provisions of Article 9, Section S (Wireless Communications Facilities), and Article 10 (Site Plan Review), of the Land Use Ordinance. The agreement would require that the use, scale, density, design, and layout of the facility and the site conform to RSA#1/ US Cellular's plans on file with the town (dated August 25, 2009). It would also require RSA#1/ US Cellular provide performance guarantees to secure completion of improvements, and guarantee against defects.

The agreement would require that RSA#1/ US Cellular make the tower and facility available to the Town for public safety communications at no charge.

The agreement cites, as the basis for the conditional rezoning agreement, that The Federal Communications Commission has issued US Cellular a license to provide wireless service to Raymond and the surrounding areas, US Cellular is not currently providing adequate service to this area, and US Cellular has determined it requires a 125' tall Wireless Communication Facility at a 680' ground elevation in order to do so.

*A draft Town Meeting Warrant, the proposed Conditional Zoning Agreement, and the proposed amendment to the Land Use Map may be viewed at the Raymond Town Office, 401 Webbs Mills Road, during regular business hours, or on the town website (<http://www.raymondmaine.org/>). These and other materials submitted by Maine RSA#1/ US Cellular in support of the proposed conditional rezoning may be reviewed and copied at the Raymond Town Office during regular business hours.*

## POLICY

### PROVIDER AGENCIES' REQUEST FOR FUNDS FROM THE TOWN OF RAYMOND

1. Fill out request application obtained from the Town Clerk's Office.
2. Statement of officers with contact information.
3. Last Annual Meeting Minutes.
4. Last Financial Statement.
5. Letter of intended use of funds.
6. If received funds the previous year, statement on how those funds were used.

TOWN OF RAYMOND  
401 Webbs Mills Road  
Raymond, Maine 04071

TAX ACQUIRED PROPERTY  
BID OPENING  
MINUTES  
WEDNESDAY, JANUARY 19, 2011  
10:00 AM AT THE TOWN OFFICE

ATTENDANCE: Don Willard, Town Manager; Mike Reynolds; Scott and Pamela Varney; William J. Anketell Jr.; Danielle Loring; and Nathan White.

Don Willard began opening the TAP bids at 10:00 am at the Town Office. He noted that the original list of TAP properties had been reduced because of payment of the taxes in full or acceptable payment arrangement being made on some of the properties. Those properties still available are: Map 6, Lot 6 Daggett Drive; Map 41, Lot 50 Boulder Road; and Map 13, Lot 45 Valley Road.

Values on the remaining properties as of January 14, 2011.

Map 6, Lot 6 Daggett Drive      Raymond valuation \$59,100 - taxes due \$6,538.65  
Map 41, Lot 50 Boulder Drive    Raymond valuation \$27,000 - taxes due \$3,039.15  
Map 13, Lot 45 Valley Road      Raymond valuation \$18,500 - taxes due \$2,339.20

\*\*\*\*\*

Received 1/14/11 on Map 6, Lot 6 Daggett Drive from Jeffrey and Caroline Pollard, 100 Daggett Drive in the amount of \$21,001.00

Deposit enclosed of \$2,100.10

Received 1/11/11 on Map 6, Lot 6 Daggett Drive from Pamela and Scott Varney, 22 Viola Street in the amount of \$20,123.45

Deposit enclosed of \$2,012.35

Received 1/14/11 on Map 6, Lot 6 Daggett Drive from Michelle Carver, 71 Main Street in the amount of \$8,000.00

Deposit enclosed of \$800.00

Received 1/14/11 on Map 13, Lot 45 Valley Road from Mike Reynolds, 5 Keilt Drive in the amount of \$13,000

Deposit enclosed of \$1,300

Received 12/30/10 on Map 13, Lot 45 Valley Road from Monty Vogel, 214 Hearthside Road, Standish, Me. In the amount of \$3,105.00

Deposit enclosed of \$3,105.00

Received on 1/13/11 on Map 41, Lot 50 Boulder Road from William J. Anketell Jr., 11 Boulder Road in the amount of \$113.00

Deposit enclosed of \$200.00

All bids to be reviewed by the Raymond Board of Selectmen on February 8, 2011 at their regular meeting. The Town of Raymond, in its sole discretion and right, reserves the right to accept or reject any bid or modify the terms of the bid process or sale.

Louise H. Lester  
Town Clerk

Property:	Map 6/Lot 6, Daggett Drive	Map 13/ Lot 45, Valley Road	Map 41/ Lot 50, Boulder Road	Percentage of value:
Raymond Valuation:	\$59,100.00	\$18,500.00	\$27,000.00	
Depreciation:	-\$34,365.00			
Adjusted value:	\$24,735.00			
Depreciation Factor:	Removal of Bunker			
Taxes due as of 1/14/11:	\$6,538.65	\$3,039.15	\$2,339.20	
Bid by:	Jeffrey & Caroline Pollard			
Bid amount:	\$21,001.00			84.9%
Deposit amount:	\$2,100.10			
Bid by:	Pamela & Scott Varney			
Bid amount:	\$20,123.45			81.3%
Deposit amount:	\$2,012.35			
Bid by:	Michelle Carver			
Bid amount:	\$8,000.00			32.3%
Deposit amount:	\$800.00			
Bid by:	Mike Reynolds			
Bid amount:	\$13,000			70.2%
Deposit amount:	\$1,300			
Bid by:	Monty Vogel			
Bid amount:	\$3,105.00			16.8%
Deposit amount:	\$3,105.00			
Bid by:	William J. Anketell Jr			
Bid amount:	\$113.00			0.4%
Deposit amount:	\$200.00			

**P & K SAND & GRAVEL, INC.**  
**234 CASCO ROAD**  
**NAPLES, ME 04055**  
**(207) 693-6765**  
**FAX (207) 693-6590**  
**CONCRETE PLANT (207) 693-7990**

**JOB NUMBER:**

**PROPOSAL**

**DATE: JANUARY 27, 2011**

**TO: TOWN OF RAYMOND**  
**ATTN: NATHAN WHITE**

**PROJECT: Demolish Concrete Foundation on Daggett Drive, Raymond**

**BASE BID**

- Mobilization to and from site
- Supply equipment and labor necessary to demolish existing foundation located on the Town of Raymond's property on Daggett Drive.
- Supply equipment and labor necessary to load and haul demo debris off site.
- Supply equipment and labor necessary to grade foundation area with existing materials.

**EXCLUSIONS**

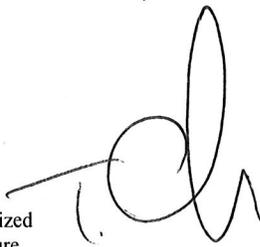
- Ledge
- Loam, seed, mulch
- Permitting

**CONTRACT PRICE \$ 34,365.00**

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A PROFESSIONAL MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN AUTHORIZED EXTRA CHARGE AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKERS COMPENSATION INSURANCE.

**Please sign and return copy.**

ACCEPTANCE OF PROPOSAL--THE ABOVE PRICES, SPECIFICATION AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

  
Authorized  
Signature \_\_\_\_\_  
Ted Coffin, Estimator

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF IT IS NOT ACCEPTED WITHIN 30 DAYS

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

**\*\*\* As amended 12/14/2010 \*\*\***

**Town of Raymond  
FY 2011/2012  
Budget Development Schedule**

- **December 14, 2010, Tuesday, 7:00 p.m., Broadcast Studio** – Board of Selectmen to review/revise draft 2011/2012 FY budget schedule and set directive for budget process
- **December 20, 2010, Monday, 7:00 p.m., Broadcast Studio** – Budget/Finance Committee to have organizational meeting and review draft budget schedule
- **December 31, 2010, Friday** - Town Manager submits standardized instructions and directives to Department Heads for budget requests, which are to be returned to the Town Manager by January 21, 2011.
- **January 21, 2011, Friday** – All municipal budgets, including CIP, are submitted to the Town Manager
- **February 11, 2011, Friday** – Town Manager submits budget to the Board of Selectmen and Budget/Finance Committee.
- **February 22, 2011, Tuesday, 7:00 p.m., Broadcast Studio** – Selectmen and Budget/Finance Committee review proposed municipal budget expenditures and projected non property tax revenues
- **March 8, 2011, Tuesday, 7:00 p.m., Broadcast Studio** – Selectmen consider (vote) recommended municipal budget.
- **March 28, 2011, Monday, 7:00 p.m., Broadcast Studio** – Budget/Finance Committee to consider/vote on recommended municipal budget
- **April 20, 2011, Wednesday** - Budget to be submitted to the printers.
- **June 7, 2011, Tuesday** – Annual Town Meeting