

FINANCIAL TOWN MEETING SCHEDULE
SATURDAY, MAY 9, 2009

Needed Date	NLT Due Date	ACTION	Person Responsible	Comp Date
		Advertise Final Voter Registration per GL17-9.1-3	Town Clerk	
50	3/20/2009	Notice of Final Canvass (Adv twice-2weeks)		
35	4/4/2009	Special Fin Proposals by Charter Sec 303	Town Council Or Proposer	
		Advertise Election of Moderator	Town Clerk	
30	4/2/2009	Tax Rate Computations and Two Year Budget Published RIGL 44-35-7	Administrator	
		Tax Rate Computations to Municipal Affairs	Council Pres	
30	4/9/2009	Voter Registration Qualifying Closes	Town Clerk	
		Final Canvass Last Day per RIGL 17-9.1-3	Town Clerk	
		Request THS Facilities	Town Clerk	
		Request DPW Set Up Assistance	Town Clerk	
		Request TPD Detail	Town Clerk	
		Request Fire Dept Detail	Town Clerk	
		Request Party Checker Nominees	Party Chairs	
		Letters to Assessor, Collector and Treasurer	Town Clerk	
		Recorder/Loud Speaker Equip Treehouse	Town Clerk	
		Contact PA System and Prof Counters?????		
		Contact Board of Elections - Polling Machines		
30	4/9/2009	Present Docket to Town Administrator	Budget Comm	
		Print Docket	Town Clerk	
		Rules/Order of Business for FTM	Moderator	
		Prepare/ Print Election Ballot (Odd Yrs)	Town Clerk	
25	4/14/2009	Print and Post Preliminary Canvass Following 30 day Registration Requirement 17-10-3	Town Clerk	
21	4/18/2009	Moderator Declarations Due (Odd Yrs) 17-14	Town Clerk	
		Advertise Nominees for Election	Town Clerk	
20	4/19/2009	Advertise Public Hearing Date	Budget Comm	
		Canvass Listings 9:30 to 11:30 am	Town Clerk	
		Post Final Canvass Lists	Town Sergeant	
		Advertise and Distribute Docket	Town Clerk	

10	4/29/2009	Public Hearing on Budget 5/29 ?	Budget Comm		
		Schedule Board of Canvass Mtg	Town Clerk		
		Appoint Checkers	Town Clerk		
		Post Warning Four Locations	Town Clerk		
		Tax Resolution	Town Clerk		
FTM	5/9/2009	Per Charter Second Saturday in May	Town Clerk		
		Warning-Tax Resolution-Rules-Election	Town Clerk		
		Appoint & Swear Tellers	Town Clerk		