

Recurring Annual Milestones Policy Statement

1. Purpose

The Board of Selectmen recognizes that there are recurring annual tasks that are important to the efficient functioning of the Town. The purpose of this policy is to identify those recurring tasks and to establish a policy that encourages good planning by all Town Officials.

This policy is also intended to aid the chairman of the Board in scheduling meetings and preparing agenda items that will recognize these milestones.

2. Enactment

This policy is enacted upon a majority vote of the Board of Selectmen and may be amended or repealed from time to time by the Selectmen or by Town Meeting.

3. Policy

It is the policy of the Board of Selectmen to accomplish certain tasks according to timetable below:

July
Fill vacancies in Town Committees
Elect a chairman for the Board
Appoint Town Officials
Meet with the Town Assessor to review the assessment
Consider approving any carry over funds recommended by the Treasurer
August
Consider Goals (Fiscal and Policy) for the Board
Recommend an overlay and Mil Rate to the Assessor
September
Review Policy Statements as required (MSRA requires some to be reviewed)
October
Set dates for budget process including: Joint School/Town meetings, Administrator's presentation, workshops, Final Presentation
November
December
Receive First Complete Line Item Budget from the Town Administrator
January
Review First Complete Line Item Budget
Hold Budget Workshops
February
Consider the need to hold a March Special Town meeting to accommodate any 90-day (before annual meeting) requirements.
March
Consider renewals for Victualers, Special Amusement and other local licenses
April
Performance review for Town Administrator (and other employees)
Final Approval for Budget

Town of Chebeague Island – Board of Selectmen Policy Statements

May
Set the date of the Annual Town Meeting
Review and consider Town Administrator Contract
Review and consider Cumberland County Sheriff Contract
June
Annual Town Meeting

4. Adoption and Revision History

Adopted on: 1/13/2010 YES 5 NO 0

Attested: 