

TO: PLAINFIELD PLANNING BOARD AND BOARD OF SELECTMEN
 FROM: Stephen Halleran, TA
 RE: **KEY DATES FOR 2007 WARRANT/BUDGET/TOWN REPORT**

Please be advised of the following important dates:
(BOLD CAPITAL EVENTS FROM STATE LAW, small case events are suggested based on current Selectmen and Planning Board meeting schedules):

| DATE | | EVENT |
|------------------------------------|--------------|---|
| 11/13/06 | | FIRST DAY TO ACCEPT PETITIONS TO AMEND ZONING ORDINANCES. RSA 675:4 |
| 11/21/06 | | Post first zoning change hearing (if necessary). |
| 12/13/06 | | LAST DAY TO ACCEPT PETITIONS TO AMEND ZONING ORDINANCES. RSA 675:4 |
| 12/18/06 | (3rd Mon) | Planning Board Scheduled to hold "first" hearing on proposed zoning changes. |
| 12/18/06 | | Notice budget hearings |
| 12/19/06 | | Post second hearing on zoning changes (if necessary). |
| 01/15/07 | (3rd Monday) | Planning Board scheduled to hold "final" hearing on proposed and petitioned zoning ordinance changes. |
| 01/16/07 | (Tuesday) | Final zoning ordinance changes filed with Town Clerk and Selectmen to be included |
| 01/17/07 | (Wednesday) | First Town Budget Hearing Scheduled |
| 02/07/07 | (Wednesday) | Second Town Budget hearing |
| 02/06/07 | | LAST DAY FOR PLANNING BOARD TO HOLD HEARINGS ON PROPOSED ZONING ORDINANCE CHANGES. RSA 675:3 |
| 02/06/07 | | LAST DAY FOR PLANNING BOARD TO FILE FINAL LANGUAGE FOR ZONING AMEND WITH THE TOWN CLERK. RSA 675:3 |
| 02/06/07 | | LAST DAY TO PETITION SELECTMEN FOR PLACEMENT OF NONZONING RELATED ARTICLE ON THE WARRANT RSA 39:3 |
| 02/12/07 | (Monday) | Town Report scheduled to go to printer |
| 02/21/07 | (Wednesday) | Selectmen scheduled to post warrant/budget |
| 02/26/07 | | LAST DAY TO POST WARRANT/BUDGET. RSA 39:5. |
| 03/13/07 03/17/07 | | TOWN MEETING. RSA 39:1 |

2006 TOWN REPORT SCHEDULE

| TOWN REPORT COVER/PICTURES | SUMMER MONTHS |
|---|-----------------------|
| MAIL INITIAL NOTICE TO REPORT CONTRIBUTORS (week of) (SCHOOL NOTICE AS WELL) | 10/30/06 |
| BEGIN QUOTATION PROCESS FOR PRINTING REPORT (week of) | 11/06/06 |
| MATERIAL FOR SUBMISSION TOWN PORTION DUE IN OFFICE | 01/19/07 |
| SCHOOL REPORT DUE | 02/05/07 |
| REPORT DELIVERED TO PRINTER | 02/12/07 |
| FINISHED REPORT DUE BACK FROM PRINTER | 03/01/07 |
| REPORT IN THE MAIL | 03/02/07 |
| PLAINFIELD SCHOOL DISTRICT MEETING | 03/10/07 (Per SAU) |
| PLAINFIELD ANNUAL TOWN MEETING | 03/13/07 03/17/07 |

2007 BUDGET SCHEDULE

| | July/August |
|---|----------------------|
| Update Capital Improvements Plan | |
| Notice to budget contributors (week of) | 10/30/06 |
| Initial budget requests due in | 12/01/06 |
| FIRST CUT OF BUDGET | 12/06/06 |
| Notice budget hearings | 12/18/06 |
| FINAL BUDGET REVIEW | 01/03/07 |
| TOWN BUDGET HEARING #1 | 01/17/07 |
| TOWN BUDGET HEARING #2 (if needed) | 02/07/07 |
| TOWN REPORT TO PRINTER | 02/12/07 |
| POST WARRANT | 02/21/07 |
| TOWN MEETING | 03/13/07 03/17/07 |