ATTACHMENT 3

Procedure for new debt issuance:

Board of Selectmen	Vote to recommend to Board of Finance appropriation and bond authorization; provisionally call Special Town Meeting to vote on resolution; remove resolution from agenda of Town Meeting, approve vote by voting machine and set date for referendum.
Board of Finance	Vote to recommend appropriation and bond authorization to Town Meeting. (C.G.S. § 7-348)
Informational Mailer to Printer	Printing of informational mailer can occur once authorized by Board of Selectmen (C.G.S. § 9-369b)
Municipal Clerk to prepare and print Absentee Ballots	Absentee ballots may be prepared and printed once referendum question submitted to municipal clerk (must be submitted at least three weeks prior to referendum) (C.G.S. §9-369c)
Notice of Town Meeting	Publish in newspaper having circulation in Somers at least five days prior to date of Town Meeting and file with Town Clerk on or prior to date of Town Meeting (C.G.S. § 7-3; Charter § 7-1(d))
Planning Commission	No substantial improvement of municipal building until 8-24 referral made to commission for approval (C.G.S. § 8-24)
Special Town Meeting	Consider (but don't vote on) appropriation and bond resolution; submit resolution to referendum
Referendum Vote	Seven to fourteen days from Town Meeting (C.G.S. § 7-7)