

Skowhegan Town Manager's Office
225 Water Street
Skowhegan, ME 04976

Date: July 30, 2024

RE: Deadlines for Selectmen's Meetings – Amended July 30, 2024

Selectmen's Meetings are held on the 2nd and 4th Tuesdays of each month at 5:30pm. In the Municipal Building – Council Room.

This memo is reminder of the deadlines for Selectmen's Meeting Agenda Items.

Internal Deadlines for the Selectmen's Agenda:

- Purchase Orders must be received by Trisha Austin no later than 12:00pm on the Tuesday prior to the Selectmen's Meeting.
- Items for the agenda, aside from accounts payable, must be received by RayLynn Bruce no later than 12:00pm on the Wednesday prior to the Selectmen's Meeting.
- Attachments (memo's, explanations, quotes, etc.) for all agenda items must be received **with** your agenda request by RayLynn Bruce no later than noon on the Wednesday prior to the Selectmen's Meeting. Please give as much information as possible so the Selectmen can make informed decisions.
 - If the attachments are not received by noon on Wednesday, the item will be pulled from the agenda and will have to wait until the next Selectmen's Meeting.

Public Deadlines for the Selectmen's Agenda:

- Items for the agenda must be received by noon on the Wednesday prior to the Selectmen's Meeting.
- Items will remain on the agenda without attachments; please be prepared to answer questions the Selectmen may have regarding your item.
 - **Please be advised, however, that the Selectmen will not approve something without all the information and/or if it is not in the best interest of the Town. It is your best interest to submit request for events, extensions of licenses, and permits of any kind well in advance (at least 30 days is recommended). This will ensure that there is time to gather additional information if requested by the Selectmen.**
 - **Please also be advised that there are several types of applications that must be submitted to the State of Maine that require Municipal approval. Municipal approval means that the application must be approved by the Selectmen, at a Selectmen's Meeting, before the State will accept it. Some licenses and permits require a seven-day posted advertisement and a public hearing. Please also be sure to submit these types of applications well in advance (at least 30 days is recommended).**