

Calendar of Events - Pascoag Reservoir / Echo Lake Dam Management District (DMD)

Event	Responsibility	del	Relative Calendar	2016 Calendar	Ordinance ref. line
Budget Planning	BOD	-10	weeks before Annual M	23-May-16	
BOD Meeting - set agenda	President	-8	weeks before Annual M	6-Jun-16	
Send out notices	Secretary	-4	weeks before Annual M	4-Jul-16	197
Ad in Bargain Buyer	Secretary	-2	weeks before Annual M	18-Jul-16	197
Get Assessed Values from both towns	Assesor	-3	weeks before Annual M	11-Jul-16	
Assesor to Sec. Accessed values	Assesor	-2	weeks before Annual M	18-Jul-16	534
Annual Meeting & Reports	Secretary		First Monday in August	1-Aug-16	192
Apportioning Process	BOD	2	weeks after Annual M	15-Aug-16	
Reports to Towns & DEM	Secretary	2	weeks after Annual M	15-Aug-16	536
Send out bills	Collector	4	weeks after Annual M	29-Aug-16	282
Payment of bills due date	Members	8	weeks after mailing of bills	26-Sep-16	501
BOD Meeting - Mid Year update	BOD	16	weeks after Annual M	21-Nov-16	

Periodic Audit (by CPA)	BOD		Every two years (3 yrs max)		234
Lack of quorum postponement	BOD		4 weeks later		209
Emergency Appropriations	BOD		Max 60 days from resolution		350
File Unofficial minutes (recent meeting)	Secretary	3.8	weeks after meeting of the DMD (req. 4 wks)	27-Aug-16	378
File Official minutes (prior meeting)	Secretary	3.8	weeks after meeting of the DMD (req. 4 wks)	27-Aug-16	379
Collector to Treasurer of receipts	Collector		Monthly starting 4 weeks after bills are sent out		506

Note: Most dates are directly tied to the date of the Annual Meeting