

**PROCEDURE FOR PREPARING  
PACKETS FOR COUNCIL MEETING**

- I. Identify issues/requests to be presented with liaison
- II. Decide if Mentor is required based on knowledge of issue
- III. Develop preliminary packet
  - A. Include in packet
    1. Purpose – Clearly describe scope of project
    2. Description – Give detail account of what project entails
    3. Schedule – From commencement to completion
      - a. Completion dates
      - b. Time line (include major events [milestones])
    4. Budget considerations:
      - a. Identify operation and maintenance costs
      - b. Consider ongoing costs
      - c. Include impact on out-year budget
    5. Cost/Benefit Analysis:
      - a. Address how benefits offset costs
    6. Include any other pertinent data
    7. Prepare a recommended motion to Town Council
- IV. Packet must be prepared fourteen (14) days prior to Council meeting. Packet will be distributed to Mayor and Town Council for their review and comments.
- V. Packet will be returned to Director four (4) days prior to Council meeting.
- VI. Director will decide whether or not to go forward with the packet. You may chose to leave packet as is, modify or abandon.

January 9, 2012