

Setting the Tax Rate Work Plan

Task	Department	Timeframe
Stats Complete: The LA3 (Sales Report) has been submitted by the Assessors to the DOR and approved.	Assessors	9/8/14
9-12 Received: All the certification documentation has been submitted to the BLA advisor for review. Advisor has submitted documentation for Approval.	Assessors	9/8/14
Preliminary Certification Granted:	DOR	9/29/14
Final Certification Granted:	DOR	10/20/14
LA13 Signed: Tax Base Levy Growth form signed and submitted, for the first time, by the Assessors.	Assessors	10/24/14
LA13 Final Submit: Tax Base Levy Growth form submitted after questions, for the final time, by the Assessors.	Assessors	10/24/14
LA13 Approved: Questions regarding the LA 13 are answered by the Assessors and the LA13 is approved.	DOR	10/31/14
Classification Hearing Schedule Date: The selectmen hold a classification hearing on this date and decide tax policy options.	BOS	11/10/14
LA5 Signed: LA5 Options & Certification form signed and submitted, for the first time.	BOS/Assessors	11/10/14

Signed by: the Assessors and the Board of Selectmen.

LA5 Final Submit: LA5 Options & Certification form signed and submitted for the final time.	BOS/Assessors	11/10/14
Recap Signed: Tax Rate (Recap)itulation Sheet. Signed by: the Assessors, Town Clerk, and Auditor for the final time and submitted.	Assessors/Clerk	11/10/14
Tax Rate Approved:	DOR	11/12/14