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The following instructions are intended to get you to the public hearing that is required of both the dissolution and formation processes.

**INSTRUCTIONS FOR TOWN OF ENFIELD  
FORMATION PROCESS FOR FIRE DISTRICT**

1. Adopt the resolution to hold a public hearing on the formation. We suggest May 10, 2023.

The Town Board must set a date, a time, and a place, for a public hearing on the proposed fire district formation. The public hearing can be on the same date in which a hearing is held regarding the dissolution of the fire protection district

**Date: June 14, 2023**

2. The Town Clerk must do the following tasks **at least 10 days before** the hearing, and **no more than 20 days before** the hearing:
  - a. The Town Clerk must publish NOTICE in five (5) public, conspicuous places in the existing Enfield Fire Protection District (being the same as the proposed Fire District) in the Town of Enfield at least 10 days before the public hearing, but not more than 20 days before the public hearing. (NOTE THAT: The dissolution process requires 35 days)
  - b. The Town Clerk shall post the NOTICE on the sign-board and website of the Town.
3. The Town Clerk must publish at least one NOTICE of the public hearing in a newspaper having general circulation in the proposed Enfield Fire District at least 10 days before the public hearing, but not more than 20 days before the public hearing.

**\*\*NOTE:** These notices with the required legal content have already been drafted for you.

4. The Town Clerk shall serve each member of the Town Board by mailing the NOTICE to the address of each member at least ten (10) days before the date of the hearing.

**SIMULTANEOUSLY:  
INSTRUCTIONS FOR TOWN OF ENFIELD  
DISSOLUTION PROCESS FOR FIRE PROTECTION DISTRICT**

1. Approve/pass the resolution regarding the proposed plan for dissolution at a meeting of the town board. Have the resolution added to the minutes of the meeting, and separately signed by the Clerk. Attach **SCHEDULE A**, the proposed dissolution plan, to the resolution. We suggest May 10, 2023.
2. The resolution should be passed at **least 35 days** before the date that the Town Board sets for holding a public hearing on the dissolution plan.
3. The Town Clerk must do the following tasks **within 5 days** of the date the Town Board passes the resolution endorsing the dissolution plan:
  - a) cause a copy of the proposed dissolution plan (Schedule A), along with a descriptive summary thereof, **to be displayed** and readily accessible to the public for inspection in a public place or places within the entity – I suggest that this be displayed in the same places that are chosen to display the notices for the public hearing on the establishment of the fire district;
  - b) cause the proposed dissolution plan, along with a descriptive summary thereof and a reference to the public place or places within the entity where a copy thereof can be examined to be **posted on the town website**;
  - c) arrange for the descriptive summary of the proposed dissolution plan, and a reference to the public place or places within the entity where a copy thereof can be examined, to be published.
  - d) the descriptive summary reference to location of display **MUST** be published at least once **each week for four successive weeks** in a newspaper having a general circulation within the entity. This means that within five days of the resolution being passed, the first publication of the descriptive summary must be published in the newspaper. This Descriptive summary must then be published three more times (once per week) in the same newspaper.

**\*\* NOTE:** These notices with the required legal content have already been drafted for you.

4. The Town Board must set a date, a time, and a place, for a public hearing on the proposed dissolution plan that the Town Board has endorsed. The date must be at least 35 days after the commencement of the dissolution proceedings. The public hearing must be prior to 90 days after the commencement of the dissolution proceedings.

**Date: June 14, 2023**

5. The Town Clerk must publish NOTICE of the public hearing **at least 10 days before** the public hearing, but **not more than 20 days before** the public hearing. The NOTICE shall provide a descriptive summary of the proposed dissolution plan and a reference to the public place or places within the entity where a copy of such plan be examined. I suggest that the NOTICE of the public hearing on dissolution can get published with the other material during the second and third weeks of publishing.
6. NOTICE of the public hearing on the Dissolution must also be displayed on the town's website. Again, the NOTICE shall provide a descriptive summary of the proposed dissolution plan and a reference to the public place or places within the entity where a copy of such plan can be examined.

### VISUAL AID

Below is a visual aid to assist in meeting all the requisite deadlines. Refer to the instructions above for the details of each action to be taken.

