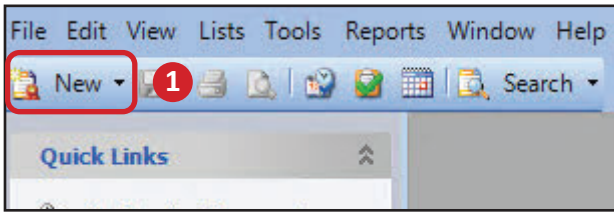
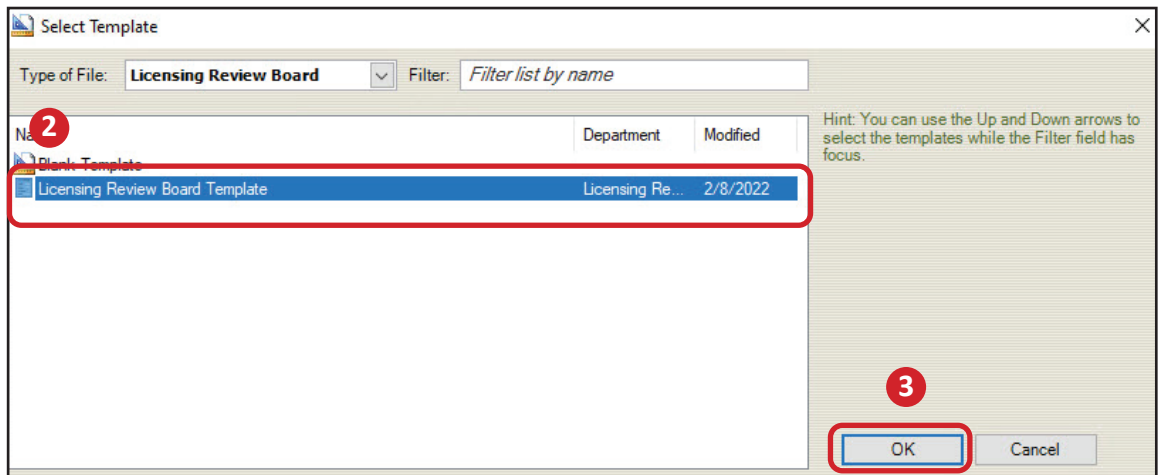




How to Create a New Legislative File



- 1 Click **Next**
- 2 Choose **Licensing Review Board Template**
- 3 Click **OK**





4a

Short Name: Steven Fadem v L003632/Steven E DiMartino Home Improve

Status: Draft

Board: Licensing Review Board

Initiator: Maylyn Zeesman

Target Meeting: 2/9/2022 9:00 AM (Wed) - Licensing Review Bo

5

6

7

8

Category: New Complaints

Function (Optional):

Assigned To:

Workflow

Stage	Reviewer	Description	Due Date	Status
1	Licensing Review Board	Meeting	02/09/22 09:00 AM	Pending

4b

Licensing Review Board Body

Formal Title / Summary: Steven Fadem v L003632/Steven E DiMartino Home Improvement Inc/Steven E DiMartino

9

Formal Body: Mr. Fadem states he paid Steven E DiMartino Home Improvements Inc a sum of \$525,000. deposit for work to be done on his home. Mr. DiMartino could not meet the contractual obligations of building the home. The property is located in the Village of Quogue which issues their own building permit and requires TOS license.

- 4a Type the item's name in **Short Name** name once you tab over to the next field the **Short Name** will auto populate the 4b **Formal Title** field
- 5 Choose **Licensing Review Board**
- 6 Choose the appropriate **Initiator** (usually the board secretary)
- 7 Choose **Target Meeting**
- 8 Choose item's **Category**
- 9 Choose the item's description in the **Formal Body** field



- 10 Click **Edit View**
- 11 Change the **Placement** to the appropriate **Category**

Stage	Reviewer	Placement	Due Date
1	Licensing Review Board	New Complaints	02/09/22 09:00 AM

- 12 Click **Save**
- 13 Click **Submit**
- 14 A new **Email Message** will appear where you can send the item for review
- 15 Click **Save & Close**

To: seesman@southamptontn.gov

The Licensing Review Board has been Submitted by Tara Coady Click here to Review online
 Steven Fadem v L003632/Steven E DIMartino Home Improvement Inc/Steven E DIMartino

INFORMATION
 Department: Licensing Review Board
 Category: New Complaints
 Meeting: Feb 9, 2022 9:00 AM - Licensing Review Board



- Creating a legislative item for the items below is different than other items
 - New Home Improvement License Applications
 - Home Improvement License Renewal Applications
 - New Plumbing Registration Applications
 - Plumbing Registration Renewal Applications
- Follow the same steps listed on the previous page
- 16 Place the cursor in the **Formal Body** field
- 17 Click the dropdown arrow next to the word **Text**, choose **Word**
- 18 A Microsoft Word document window will open
- 19 Type the list of items/licenses that will be approved or discusse, format text as you would a normal Word document
- 20 When done click the **X** in the top right hand corner of the Word dcoument, there is NO NEED TO SAVE the document, it will automatically save
- Continue the same steps in th eprevious pages to save and submit the item

