

ADMINISTRATIVE POLICY #39

Board of Selectmen's Agenda Items

PURPOSE:

To allow a more streamlined and organized approach for the preparation of the Board of Selectmen's weekly Meeting Agenda (*hereinafter referred to as "the Agenda"*).

POLICY:

It is the policy of the Board of Selectmen that any member of the Board, members of the Town's Administrative Staff, Department Heads, members of other Town Boards and Commissions, or the General Public may place items for consideration on the Agenda provided, that the following guidelines have been adhered to:

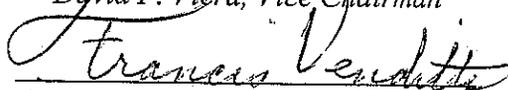
1. Item(s) must be approved by the Chairman of the Board of Selectmen prior to placement on the Agenda.
2. Item(s) must be reviewed with the Town Administrator.
3. Item(s) must be submitted, inclusive of the appropriate documentation and backup information to the Administrative Secretary, no later than 12:00 noon on the Thursday prior to the Meeting. (*This does not apply to an item of an emergency nature, as shall be determined by the Chairman of the Board of Selectmen. In the absence of the Chairman of the Board, the Vice-Chairman of the Board shall make the decision. In the absence of both the Chairman and the Vice-Chairman, the Clerk of the Board shall make the decision.*)
4. The Chairman of the Board of Selectmen reserves the right to defer an Agenda item if the backup information, or the information being presented is not made available as defined in paragraph #3 above.

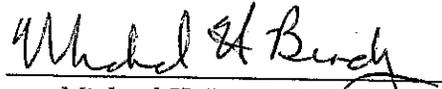
Amended by: BOARD OF SELECTMEN

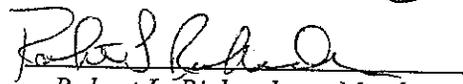
Date: June 15, 2005


John Whelan, Chairman


David F. Viera, Vice Chairman


Francis Venditti, Clerk


Michael H. Brady, Member


Robert L. Richardson, Member

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PURPOSE:

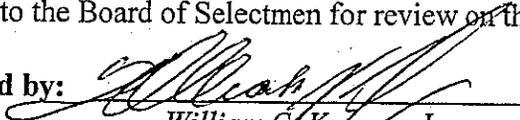
To allow a more streamlined and organized approach for the preparation of the Board of Selectmen's weekly Meeting Agenda (hereinafter referred to as "the agenda").

POLICY:

It is the policy of the Board of Selectmen that any member of the Board, members of the Town's Administrative Staff, Department Heads, members of other Town Boards and Commissions or the General Public may place items for consideration on the Agenda provided that the following guidelines have been adhered to:

1. Item(s) must be approved by the Chairman of the Board of Selectmen prior to placement on the Agenda.
2. Item(s) must be reviewed with the Town Administrator.
3. Item(s) must be submitted no later than 12:00 noon on the Thursday prior to the Meeting. *(This does not apply to item(s) of an emergency nature, as shall be determined by the Town Administrator or the Chairman of the Board of Selectmen. It should be noted, however, that poor planning on the part of individuals to adhere to deadlines, does not constitute an emergency).*
4. Item(s) requested must have appropriate documentation and backup information, which must be submitted to the Senior Secretary no later than 12:00 noon on the Friday prior to the Meeting. The Chairman of the Board reserves the right to defer an agenda item if the backup information or information being presented, is not available to the Board of Selectmen for review on the Friday before the meeting.

Submitted by:


William G. Keegan, Jr.
Town Administrator

Date:

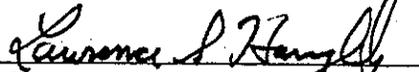
6/23/00

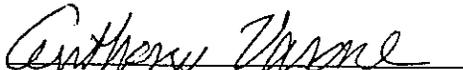
Approved by:

BOARD OF SELECTMEN

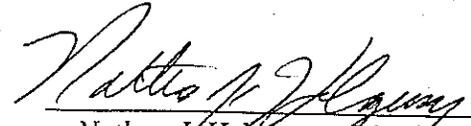
Date:

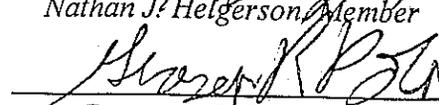
6/21/00


Lawrence S. Havrylik, Chairman


Anthony F. Varone, Vice Chairman

Donald Kinniburgh, Clerk


Nathan J. Helgerson, Member


George R. Poli, Member