

ADMINISTRATIVE POLICY #55

Board of Selectmen's Operational Policy

PURPOSE:


To provide a more streamlined and organized process by which requests for information are made of the Town Administrator and department heads.

POLICY:

1. All inquiries and requests for information that are to be made of the Town Administrator and/or department heads shall be discussed in an Open Meeting of the Board of Selectmen. After which, a direction shall be given to the Town Administrator whether or not to complete.
2. If a particular request is considered time-sensitive in nature, it shall be presented first to the Chairman of the Board of Selectmen. The Chairman will determine if the request can wait until the next Open Meeting, or will pass it along to the Town Administrator. In either case, the request will come before the Board for their consideration at their next Open Meeting.
3. If the request is of an Executive Session nature/topic, it shall be handled in the same manner, only under the rules that govern Executive Session matters.


Approved by: **BOARD OF SELECTMEN**


Date: October 22, 2003



Dana G. Beal, Chairman

voted in opposition

Doreen Taylor, Vice-Chairman


Steven S. Howitt, Clerk


Christopher Pelletier, Member


John Whelan, Member