

Board of Selectmen's Meeting Agenda Policy
Revised March 28, 2016

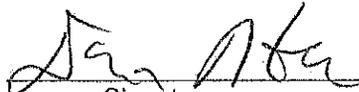
As of March 28, 2016:

- The meetings will start at 6:00PM, unless otherwise noted.
 - Board will hold meetings every other week (on a payroll week).
 - Starting with March 28, 2016.
 - Department Head meetings will be held quarterly, unless otherwise noted.
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- The Chair finalizes the agenda with Administrative Assistant by noon of Friday.
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 - After the Friday noon deadline, time sensitive items may be added at the discretion of the Administrative Assistant after confirmation of the Chair.
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 - If the Chair is unavailable, the Vice-Chair may make any relevant decisions regarding the agenda.
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 - All Non-Public Sessions listed will include appropriate RSA Numbers and Description.
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 - On Department Head meeting nights, do not schedule anyone else on the agenda for that week, unless time sensitive. Department Heads will be scheduled at 6:45PM.
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 - Individual selectman packets shall be available for pickup after 3PM Friday prior to the meeting.
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 - Requests for appointments to meet with the Board of Selectmen will begin at 6:45PM and end at 8:00PM.
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 - Schedule Staff Discussions and Signature categories between 6:30PM and 6:45PM.
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 - Any input from the public shall be limited to 5 minutes total, at the discretion of the chair, toward the end of each meeting.

BOARD OF SELECTMEN

Adopted this date: March 28, 2016

Donald Harty



Signature

3/28/16

Date

Hugh Curley III



Signature

3/28/16

Date

J. Christopher Bowes



Signature

3-28-2016

Date