

## Procedures & Policies Adopted May 9, 2017

### Duties of Selectmen

1. Selectmen make no decisions alone. Decisions are made in a publicly noticed meeting subject to RSA 91:A (Right to Know Law).
2. Any selectman may request an item be added to the agenda and shall copy other members on their request.
3. Drafts of any document to be discussed at a select board meeting shall be circulated in advance of the meeting if at all possible.
4. Selectmen will copy each other on all matters. Email is the appropriate and preferred method for purely administrative matters such as setting up and cancelling meetings as well as distributing information or reports. Discussion of issues must not be conducted via email.
5. Any selectman may use the resources of the town office to prepare for meetings or otherwise seek information necessary to perform their duties.
6. A selectman shall recuse him/her self on any issue for which there is a conflict of interest. Even the appearance of a conflict of interest should be avoided.
7. If at all possible the off-week payroll documents will be signed by all three selectmen.
8. All questions for the town attorney shall be designated as a duty of one of the selectmen on a case-by-case basis by the select board. If by telephone, the conversation shall be memorialized in writing and sent to all parties (selectmen and town attorney) immediately. The AA shall not correspond with our town attorney unless authorized by the BOS.
9. The selectman in charge of the next meeting shall review the agenda before posting to verify inclusion of items and availability of documents to all members.

### BOS Meetings

1. As Co-Chairs, Selectmen shall take turns running the BOS meetings on an alphabetical basis. Notice of a necessary absence skips to the next in line.
2. The Agenda will include a Public Comment period at the end of each meeting. Unless the Board invites someone to speak on an agenda item, there shall be no public comment during a meeting. All questions and comments shall be addressed to the Chair.
3. All Agenda items must be received by 10 a.m. on the Friday preceding the Tuesday meeting. Any document to be discussed at the meeting must be available to the selectmen by Monday 5 pm. The Administrative Assistant will not add additional items after the agenda is posted unless requested by a board member.
4. Personal attacks will not be permitted.

### Town Office

1. The town office shall be considered a professional place of business. All elected officials and town employees must treat the public in a friendly, courteous, respectful manner.
2. The door to the office area should be locked at all times for safety reasons. The transactions for most residents, tax payments, registrations, etc., will be conducted at the counter window.
3. Municipal officials and town residents may have business that requires entry into the office such as looking at town maps or records. Such entry shall be permitted on an as-necessary basis.
5. The Municipal Building is the responsibility of the Board of Selectmen. All selectmen shall be given copies of all keys to and within the building and instructed as to the alarm system. No new locks will be installed without the permission of the select board. New selectmen shall be given a tour of where documents are kept. One selectman shall be designated to hold the second key of the personnel file.

### Town Committees

1. Town committees/officials shall be notified as soon as possible of any mail received for them at the town office and indicate to the AA how they wish to handle it.
2. Committees may request the use of the copier machine for official business. Committee chairs may request that agendas be posted for their meetings by the office staff, recognizing that such notices must be posted 24 hours in advance, not including weekends or public holidays.