

TOWN COMMITTEE CORRESPONDENCE POLICY

Purpose: To inform the Select Board on pertinent information distributed by Town committees.

Policy: Any committee correspondence, including but not limited to letters, emails, brochures, flyers, etc. directed to residents, businesses, or agencies needs to be pre-approved by the Committee's Select Board Liaison or Town Manager prior to public distribution. Either representative can bring the information to the full Board if necessary. A final copy will be sent to all members of the Select Board.

The policy would exempt:

- Abutter notifications
- Decisions by the Planning Board, Site Plan Review Board, Historic Preservation Commission, Zoning Board of Appeals, Board of Assessment Review, Fair Hearing Authority
- Routine correspondence with State and local agencies

APPROVED: By the Select Board on 11/22/11

x:\kathydata\policies\committee correspondence policy\town committee correspondence policy 11-22-11.doc