

SELECT BOARD POLICY **MEETING PACKET GUIDELINES**

- All Agenda Items/Topics are due to the Select Board's office by the end of business on **Tuesday prior to the meeting by 4:30 p.m.** (if a holiday falls either that Friday or on the Monday before the SB meeting, the topic is due on Monday)
- All paperwork, contracts and Executive Action are due to the Select Board's office **by 9 a.m. on Thursday** to include one hard copy and one emailed copy in MS word and pdf format. (if a holiday falls either that Friday or on the Monday before the SB meeting, backup needed on Wednesday)
- Internal Town departments are required to provide backup documentation to support their position to the Select Board **by 9 a.m. on Thursday**. (if a holiday falls either that Friday or on the Monday before the SB meeting, backup needed on Wednesday)
- Exceptions to these guidelines require approval of the Town Administrator
- If the paperwork is not received in time we will need to reschedule your topic to the next SB meeting

Voted and approved at the May 7, 2024 Select Board meeting.