

**Selectmen's Policy on
Selectmen's Meeting Agendas and Minutes**
January 7, 2009

AGENDAS

1. Even though we are not required to have Agendas or Minutes for the Selectmen's Meetings it has been determined that both aid in the administration of government affairs. The following are guidelines for the Agenda and Minutes and may be changed by us at any Board meeting.

2. The Agenda will be prepared by the Town Administrator by the close of business the Tuesday prior to the meeting. It will normally be posted at the Town Office, on the Town's Website, Pine Tree Service Center, and will be e-mailed to the Times Record and Portland Press Herald. If any of these postings fails to be made it does not postpone the meeting. If an item is not listed on the Agenda, but is considered emergent in nature, it may still be added during the meeting – however a notation shall be made in the minutes reflecting this decision. An explanation of the Agenda content is attached as Enclosure (1).

3. Agenda items are selected by the Town Administrator and Selectmen and will normally consist of items which must be discussed or where a vote needs to be taken (Selectmen make the final decision on Agenda items).

4. Review packets will also be provided to the Selectmen at each meeting. This packet will consist of general correspondence and other material which the Town Administrator feels should be reviewed by individual Selectmen for informational purposes, but no decision must be rendered. A Selectman may direct the Town Administrator to place one of the "informational items" on the Agenda for a future meeting, should he or she feel that it has to be discussed by the Board. Items that fit into this category include, but are not limited to, newsletters, legislative reports, invitations, studies, grant information, legal case updates, and complaints being handled by the town staff or department heads.

5. Minutes of the meeting will be prepared for the Selectmen's review and signature. These will normally be completed for the next meeting as time permits. The Minutes are not meant to be extraordinarily detailed. The date and time of the meeting, the Selectmen in attendance, the issues discussed and the nature of their resolution and wording of any motions passed by vote shall suffice.

6. Executive session may be held by the Selectmen in accordance with the State's Freedom of Information Access Law. In order to go into Executive Session the subject matter must fall under 1 M.R.S.A 405 and must be specifically referred to in the motion. Discussions that take place in the Executive Session are not considered public information and no vote may be made in executive session.

7. With very few exceptions (i.e. General Assistance and Concealed Weapons permits) written records are open to the public for inspection and copying (for a fee). This also pertains to e-mails. The person requesting records should be fairly specific on their request to cut down on research time. A fee may be charged after the first hour of research and the research has to be done when it does not interfere with the regular duties of the Town's staff. The Town's website has a FAQ section on the FOIA.

Signed this 7th day of January, 2009

Lawrence R. Pye
Chair, Board of Selectmen

Alan B. Douglass
Board of Selectmen

Everett A. Perkins
Board of Selectmen

(Enclosure #1)

TOWN OF PHIPPSBURG
SELECTMEN'S MEETING
AGENDA

December 17, 2008

Meeting starts at 6:00 p.m. at the Town Office

I. Review and Sign:

1. Review of routine items such as minutes, payroll/AP warrants, liquor permits, and appointment certificates. These items may be reviewed by individual Selectmen prior to the meeting, but any discussions and vote must be completed during the meeting.

II. Meetings and Hearings:

1. This will list meetings with individuals, committees, boards or public hearings.

III. Unfinished Business

1. This will list any business that remains from previous meetings that needs to be discussed or voted on. Also, the Selectman will be given the opportunity to bring up any other unfinished business.

IV. New Business

1. This will list new items for discussion or vote.

V. Department and Committee Reports

1. This section provides an opportunity for Department Heads or Committee Chairs to submit routine reports (verbal or written) to the Selectmen for review.

VI. Correspondence

1. This will list items which are of general interest to the public and needs no action from the Selectmen. Items listed will range from utility notices to appreciation letters.

VII. Courses and seminars

1. This will list upcoming courses and seminars which may be attended by the Selectmen or Town Administrator.

VIII. Selectmen/Administrator Comments and Announcements

1. This section is for the Town Administrator and Selectmen to make general comments to the public. For instance, the Administrator will announce upcoming meetings and events that may interest the public.

IX. Public Forum

1. The public may make comments during this section. Since this is a meeting and not a public hearing the Selectmen may limit the time allowed for each individual to speak or cut off the comment period at any time. If the issue or comments made by an citizen need to be discussed by the Selectmen or if they need to make a decision it will be placed on an upcoming agenda so that other members of the public may attend. The only exception to this policy would be an emergent situation as determined by the Board and documented as such in the minutes.

X. Adjournment

1. Time the meeting was adjourned.

UPCOMING MEETINGS AND EVENTS FOR SELECTMEN

Event	Day	Date	Time	Place
List of upcoming events of interest to the Selectmen				