

TOWN OF TEMPLETON
SELECT BOARD OFFICE
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TOWN OF TEMPLETON

SELECT BOARD OPERATING PROCEDURES POLICY

POLICY # 2021-01

1.) Authority

In accordance with its role as the governing body, the Select Board (the “Board”) has the authority to adopt statements of policy to order its affairs and guide the administrative functions of the corporate body politic of the Town of Templeton.

2.) Purpose

The intent of this policy is to establish procedures by which the Board shall organize itself, establish a calendar of its meetings and procedures thereof, codify the responsibilities of the Board and its officers and the expected working relationships among the members of the Board, between the Board and the Town Administrator, and between the Board and other Town boards, committees, officials, and citizens.

3.) Administration

This policy shall generally be administered by the Chair of the Board and Town Administrator.

4.) Definitions

Reserved

5.) Policy

The specifics of this policy are based upon Templeton having three functional areas of its local government. Those are:

- The Legislative Function which rests with the Town Meeting convened under the Massachusetts General Laws pursuant to the Warrant of the Board and open to any and all persons registered to vote in the Town.

- The Executive Function which rests in a five (5) member Select Board¹, whose members are elected at-large to staggered three-year terms, charged with the execution of powers conferred upon it by state law and local by-laws giving it the authority to grant certain licenses, exercise certain police powers and adopt policies to order the affairs of Town government.

- The Administrative Function which is carried out by the Town Administrator (the "Administrator") who serves as the Chief Administrative, Financial, Personnel and Procurement Officer of the Town to manage the day-to-day operations of town government in keeping with the by-laws of the Town and policies adopted by the Board.

A. Getting Organized:

In order to signify the importance of the election of members and recognize the sacrifice of public service, the Town Clerk shall be asked to attend the first business meeting of the Board for a ceremonial swearing in of newly elected members. Following this, the Board shall organize itself, set its schedule for the coming year and make various appointments for the coming Fiscal Year. The immediate-past Chair will preside at this meeting as Chair Pro-Tem until a successor Chair is elected. If there is no immediate-past Chair, the immediate-past Vice-Chair will serve as Chair Pro-Tem, or in the absence of both the most senior member of the Board shall preside to elect a Chair who will preside upon being so voted.

1.) Voting on the Election of Officers

- Chair
- Vice-Chair
- Clerk

Nominations require a second and there is no prescribed order or prohibition from one serving as an Officer based upon length of service on the Board or as an Officer.

2.) Voting on Selectmen's Assignments

- Capital Planning Committee
- Standing or Ad Hoc Committees
- Regional Districts, Collaborative or Agency Liaison (i.e. NRSD, MRPC)

3.) Voting on a Meeting Schedule²

B. Preparation of Meeting Agenda & Packet:

The Town Administrator shall cause the preparation of meeting agendas, in consultation with the Chair, and information packets and shall make the requirements thereof known to persons who may have business before the Board.

¹ When a vacancy occurs in the membership of the Board, its remaining members shall call a special town election to fill the unexpired term or terms in accordance with the Massachusetts General Laws, unless such a vacancy occurs within six (6) months of the annual town election.

² The types of meetings and their frequency are set forth in Exhibit A.

1.) Order of the Agendas:

a.) Business Meetings: Excepting the 1st meeting following the annual town election, which shall also contain organizational items, the Town Administrator shall cause the preparation of an agenda following the below order:

1. Call to Order & Reading of Statutory Recording Notice
2. Pledge of Allegiance
3. Approval of Minutes of Prior Meetings
4. Citizen Input
5. Administrator Comments
6. New Business
 - a. Appointments & Introductions
 - b. Public Hearings
 - c. Presentations (w/no vote required such as quarterly reports)
 - d. Action Items
7. Old (Tabled) Business
8. Board Member Comments
9. Executive Session (If Needed)
10. Adjournment

b.) Emergency or Special Meetings:

1. Call to Order & Reading of Statutory Recording Notice
2. Pledge of Allegiance
3. Item of Discussion and/or Action
4. Adjournment

2.) Agenda Requests & Discussion Materials: Those seeking placement of an item upon the agenda shall have their request into the Board's office by Noon on the seventh day preceding the meeting day. If a formal action is required by the Board, the request shall be accompanied by the fully vetted background material. If the material is deemed insufficient, the Administrator may defer the placement of the item upon the agenda. The Administrator shall cause the preparation of Draft Motions, as needed, for the meeting packet.

3.) Availability of Meeting Packet: The meeting packet, complete with all support materials available at the time, shall be transmitted to the Board members electronically no later than 5 p.m. on the Friday preceding the meeting. Thereafter, it shall be available to the general public in paper form in the Board's offices and on the Town's web site.

C.) Conducting the Meeting

1.) Rules of Order: Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure and the Massachusetts Open Meeting Law. To ensure flexibility in the expression of opinion and the free flow of information, the application of the parliamentary procedure will be on an informal basis. Robert's Rules of Order may be used as a guide to resolve any procedural matter in dispute. In any such matter in dispute, the decision of the Chair will be final.

2.) Quorum & Voting: A quorum of the Board is three (3) members. Unless a specific vote count is required by statute or contract, decisions shall be made by a majority vote of those voting. Votes shall be a roll call vote and recorded as __ Yes __ No and __ Abstained. In the event a full membership is not present, and a formal action is to be taken upon adoption of a major policy, financial or licensure matter, whenever practicable, the Board shall defer the matter to the next business meeting.

3.) Remote Participation: For members who cannot be physically present, remote participation is not only allowed in accord with statute and the Board's policy on the same but actively encouraged.

4.) Decorum and Discussion: All items will be addressed through and at the pleasure of the Chair. To ensure proper recording and order, all persons addressing the Board will do so at the public microphone set up at the meeting and first state their name and address. Discussions which are not addressing business before the Board or which are conducted in a disorderly, profane, or disrespectful manner will be ruled out of order by the Chair.

5.) Citizen Input: This is an opportunity for citizens to provide input on, or ask questions on, matters which may be the subject of Board action or Town operations. Individuals wishing to speak shall do so for no more than three (3) minutes per person for a total of twenty (20) minutes of the meeting. It is not intended that Board Members debate with the general public nor attempt to answer questions without the time needed for proper research. Answers shall be provided as soon as possible to the inquiring party and at the following meeting. The Chair shall ensure that personnel matters or personalities are not discussed nor shall unprofessional or unsubstantiated comments be accepted.

6.) Citizen Participation: Everyone has a right to attend a public meeting, but they do not have a right to speak unless recognized. Additional participation from citizen's during the regular order of the meeting shall be permitted at the discretion of the Chair when it is deemed it will enhance the Board's knowledge or consideration of the subject.

7.) Public Hearings: Public Hearings are scheduled for the meeting start time "... or as soon thereafter as the agenda allows". They will be opened with the Chair reciting the public notice. The order of presentation will be:

11. Presentation by the applicant or sponsor;
12. Statements by proponents (including any to be read into the record for someone who could not be present);
13. Statements or questions by opponents (including any to be read into the record for someone who could not be present);
14. Recommendations of any Town staff or board;
15. Response to questions and closing statement by applicant or sponsor; and
16. Close the public hearing and begin deliberation of the Board

During the course of these presentations the members of the Board, thru the Chair, may ask questions of fact of the speakers. In doing so, Board Members should refrain from expressing opinions until the Public Hearing has been closed and the Board has commenced deliberations.

The Board may permit persons not desiring to speak to record themselves in favor or against the proposal (s) by letter submitted to the Board which shall be noted. At the discretion of the Board, a show of hands may be taken.

At the conclusion of the hearing the Board may render its decision or take the matter under advisement, announcing the intended date of decision.

8.) Establishment of Policies: Policies shall be adopted by formal vote of the Board only after they have been the subject of discussion at one or more meetings and presented in writing. All adopted policies shall, upon adoption, be circulated to all affected parties, and be posted upon the Town's web site.

9.) Establishment of Committees: In order to gain greater expertise on a variety of matters, the Board may appoint occasional ad hoc advisory committees to aid the Board on matters under its jurisdiction. This is intended to enhance the review of particular subjects which may be within the professional expertise of citizens who can devote only limited time to governmental service and thereby achieve a more widespread citizen involvement with government.

All such Advisory Committees shall be established by the adoption of a document to be entitled Charge & Composition, the draft of which is to be prepared for Board consideration by the Administrator, which shall identify the types of persons (e.g. lawyer, banker, realtor, restaurateur, area resident and the like) in writing and shall include the work to be undertaken, the time in which it is to be accomplished, and the procedures for reporting to the Board.

Public announcements will be made as to the creation of such committees to afford interested citizens the opportunity to apply for membership. The Administrator shall coordinate the agenda and scheduling of the first meeting of the Committee and serve as Chair Pro-Tem for the first meeting until such time in the meeting agenda as it elects its own officers from its members. He shall provide the members with a full briefing on their obligations under the Open Meeting Law, Public Records Law, MGL Ch. 268A, and any relevant statute, by-law, or policy. Minutes of all meetings must be taken and filed with the Town Clerk. All committee members will retain membership until such time as the work is completed. Thereafter, upon the request of the Administrator, the Board will dissolve the committee.

10.) Appointments to Standing Committees: The Board shall make annual appointments and reappointments to standing committees at its first business meeting in June. Unless otherwise required by law, appointments need not be restricted to registered voters of the Town but may include persons who have businesses in town, are taxpayers, or a connection to the community and special knowledge of or recognized expertise in the subject matter. The Board, whenever possible, will seek to appoint a variety of persons in terms of backgrounds, interests, ages, gender, and geographic areas of residents so that a true cross section of the community will be reflected. Appointments should be made on the basis of merit and qualifications. No person is entitled by reason of incumbency to be reappointed. The Town Administrator will:

1. Request incumbents to express their interest in reappointment and availability for continued service. Such request shall include a statement “no person is entitled to be reappointed because of incumbency; and
2. Provide to the Board, at its organizational meeting, a list of the appointments to be made by the Board^{3,4}; and

11.) Vacancies Occurring Mid-Term in Appointed Positions: Upon receiving notification that a vacancy has come to exist in a Committee, the Administrator will cause a notice to be made of the same. After two weeks’ notice of the opening has been provided, applications will be brought forth to the Board for their consideration. The Board reserves the right to interview potential appointees and to solicit input from the subject Board, Committee or Commission.

12.) Length of Meetings: Excepting those meetings initially scheduled to last longer than three and one-half hours (e.g. budget workshops), the Board shall not continue to meet after 10:00 PM of a business meeting except on a vote to do so.

³ Town’s General By-Laws: Article §59-3. "The Board shall annually, in June, choose and appoint all necessary Town officers, Trustees for Boynton Public Library, and the Gilman Waite Memorial Field, and Trustees for the Jehu Richardson Fund, the Masonic Fund, and the Waldo N. Haskell Fund, to serve from July 1 to the following June 30."

⁴ Town’s General By-Laws: Article §47-4 “The Board shall annually in June appoint a Town Counsel, who is a member of the bar in good standing, to serve for the term of one year from the first day of July following and until his successor is appointed and enters upon the performance of his duties.”

13.) Minutes of the Meeting⁵: Minutes shall be prepared by the staff from tape recorder or other approved method in keeping with statute. Draft minutes shall be so watermarked and placed upon the next regular business meeting of the Board for their approval. Upon approval they shall be so watermarked and posted upon the Town's web site signed by the Clerk and kept in the Town Clerk's Office. Executive Session minutes shall be maintained separately in accord with statute. Unless suitable for release earlier, the Administrator shall annually review Executive Session minutes not yet released for suitability as to release during the so-called "Sunshine Week".

14.) Action Item Collection and Reporting: The Board frequently generates work or information needs that cannot be accomplished in the current meeting. It is then necessary for a known and structured method to record, update, and track the process of this work so that items are resourced, understood, and properly closed and archived. The Board will use a tracking system known in the business world as a "action item tracker" to satisfy this information need. This Action Item Tracker (AIT) will be tabular in format and items will be added by vote or consensus of the Board or Town Administrator. A sequence number, action to be taken, purpose, date recorded, action officer assigned, and expected time of resolution shall be annotated in the AIT as items are discovered. The Chair, Vice Chair, or Clerk shall be responsible for the creation, annotation, upkeep, and storage location of the tracker. The AIT shall be as publicly available as possible to offer transparency to the residents and other town officials, but not so much so as to lose version control, 'freshness' of updates, or loss of data integrity. The intent of the AIT is to record action items and to review meeting to meeting or as time permits to provide updates and motivation to address the work of the Board.

D. Roles & Responsibilities:

1.) Role of the Board As A Whole: The Board is responsible for appointing and annually evaluating the Administrator, acting as the local licensing authority, adopting a budget for presentation to Town Meeting, adopting warrants for the conducting of Town Meeting business, making a wide variety of appointments including that of a Town Auditor, and adopting policy to guide the affairs of the Town under its control and direction. In carrying out those policies the Board will refrain from involvement in day-to-day operations and address concerns and questions about the operation of departments, and suggestions for improvements, through the Administrator. In addition, after consultation with the Administrator and all Boards, it shall set annual goals for the organization to guide in the annual budget process.

In carrying out this role the Board is committed to being transparent with the Town's residents and engaging them in the governmental process to the maximum extent feasible and practicable. It is committed to delivering the Town's services under policies that are administered uniformly after having been developed through thoughtful debate and opposes actions undertaken on the basis of singularism and favoritism.

2.) Role of the Administrator: The Board appoints an Administrator to be its Chief Administrative, Financial, Personnel and Procurement Officer. The primary duties of the Administrator shall be the day-to-day administration of the general government as outlined in the position's job description adopted by the Board. The Administrator shall attend all meetings of the Board, unless excused for vacation or illness, and keep the Board

informed and advised on all matters that fall within the jurisdiction of the office. The Administrator will carry out the actions of the Board as they relate to the conduct and administration of the Town affairs under their jurisdiction. In order to provide the Town with continuity of management and the Administrator with job security, the Board is committed to maintaining an employment agreement with the Administrator permitted by statute.

In carrying out this role, the Administrator must recognize that he/she serves at the pleasure of the entire Board and shall not curry favor with one member or group of members over another. The Administrator must further recognize the need to maintain a close working.

⁵ Town Counsel has opined that members need not be present at a meeting to be able to vote on whether or not to approve the minutes thereof.

relationship with all members of the Board. Accordingly, the Administrator shall ensure information and materials on Town business are circulated to all in the same timely manner and

3.) Responsibilities of the Board Chair: The Chair of the Board shall:

- a.) Preside at all meetings of the Board. In so doing, the Chair will announce the business before the Board in the order in which it is to be acted upon, maintain order in the meeting room, recognize speakers, preside over the discussion of the agenda items, put to vote all the questions which are regularly called or necessarily arise in the course of the proceedings and to announce the result of the vote. In doing so the Chair shall have the same rights as other members to discuss questions and to vote thereon. In the absence of other offerings, he/she may introduce motions, seconds to motions and resolutions; and to discuss and vote on questions before the Select Board;
- b.) Assist expediting all business at Board meetings in every way, compatible with the rights of the members by allowing remarks when non-debatable motions are pending;
- c.) Ensure the observance of order and decorum among the member and guide members when engaged in any debate to stay within the rules of order;
- d.) Inform the Board on a point of order or practice pertinent to pending business and deciding all questions of order;
- e.) Call a recess in Board meetings to permit restoration of order or clarification of an obscure point if deemed advisable;
- f.) Call emergency meetings of the Board in accordance with the Open Meeting Law;
- g.) Represent the Board at meetings, conferences and other gatherings unless otherwise determined by the Board or delegate said responsibility;

h.) Serve as spokesperson of the Board at Town Meetings unless otherwise determined by the Board or delegated to another by the Chair;

i.) Coordinate the annual evaluation of the Administrator including the agreement upon an evaluation tool, circulation to the Members, collection and compilation of responses, and the delivery of the result(s) to the Administrator in accord with statute; and

j.) Sign official documents, as authorized, that require the signature of the Chair.

4.) Responsibilities of the Vice Chair: The Vice-Chair shall have all of the duties and responsibilities of the Chair in the event of a vacancy, disqualification, or absence.

5.) Responsibilities of the Clerk: The Clerk shall attest to all public documents as may be required to conduct the Town's business. The Clerk shall sign official documents on behalf of the Board in instances where only one signature is required and on all approved minutes.

6.) Responsibilities of All Board Members: Board members shall remember that they have no authority to make decisions on behalf of the Town or to promise the taking of any action or take any action as a Town Official except upon a majority vote of the Board or as otherwise allowed by law. While this does not prohibit Members from acting as an ordinary citizen of the Town by expressing personal viewpoints and opinions on municipal matters, they must be careful to avoid leaving the impression their opinion is that of the Board unless the Board has so voted. In the performance of their duties, they should follow a code of conduct that;

a.) In their relationship with his or her fellow board members in and outside of meetings;

1. Recognize that only action at official legal meetings is binding and that he or she alone cannot bind the board outside of such meetings;
2. Make decisions only after all facts on an issue have been presented and discussed;
3. Treat with respect the rights of all members of the board despite differences of opinion.
4. Be respectful of differences of opinion. Treat others with dignity and remain open-minded. Consider input received from members of the public, staff, and other Town Officials.
5. Realize that his or her basic function is to make policy, while the administration of that policy is delegated to the Town Administrator.
6. Realize that he or she is one of a team and should abide by all board decisions once they are made.
7. Remember that he or she represents the entire community at all times.

8. Accept the office of Selectmen as a means of unselfish service, not benefit personally or politically from the office or outside activities.
9. Be prepared for all meetings by reading the materials in advance of the meeting.
10. Attend all meetings to the greatest extent possible and notify the office in advance when attendance is not possible.
11. Uphold the intent of executive session and respect the privileged communications that exists in executive session.
12. Keep privileged information confidential in keeping with law and a fiduciary responsibility to the Town.

b.) In their relations with Department Heads of the Town:

1. Endeavor to establish sound, clearly defined policies that will provide direction and support to the administration for the benefit of the people of the community;
2. Remember actions are dictated by the statutes, by-laws, and policies and to not hold the staff culpable for action based upon a disagreement with the underling statute, by-law or policy;
3. Recognize and support the administrative chain of command by not admonishing the staff, directly or indirectly, and refuse to act on complaints as an individual outside the chain of command;
4. Give the Administrator full responsibility for discharging his or her disposition of and solution to such complaints.

c.) In their relations with other Town Boards, Committees and Commissions:

1. Recognize and respect their roles and call upon them for advice and review of policies as appropriate;
2. Engage them in an annual "All Boards" meeting in the run-up to seeking their annual budget and legislative requests that they might advise the Board as to opportunities, challenges and needs in their functional area and comment on the Board's adoption of its annual goals;

d.) In their relations with Citizens:

The Board recognizes that it both represents and is accountable to the citizens of the Town. It is the Board's policy to make every effort to for transparency in its decision-making process and administration of the government and to

strengthen communications with the citizens. Measures will be undertaken to promote citizen participation in governmental decisions and to keep citizens informed of all actions contemplated or taken by the Board and the Town Meeting which affect them. Toward that end, the following steps will be undertaken:

1. Prior to the Annual Town Meeting and the Fall Town Meeting, and any Special Town Meeting, the Administrator will prepare a guide with information on the forthcoming Town Meeting and other matters of public concern.
2. Encourage all Town Officers and Committees to hold public meetings and briefing sessions on any major regulation or matter of public interest to inform the public and answers questions as these proposals are developed and considered for action.
3. The Administrator will establish and maintain procedure to handle questions and complaints from citizens. All such questions and complaints will be promptly and professionally responded to by the Administrator or referred to the appropriate Board for action. In all cases, the Select Board will be kept informed of all written complaints and questions presented to the Administrator and the manner in which such matters were resolved.
4. Every citizen will be afforded the opportunity to address the Board during its meetings under the Agenda item "Citizen Input." In such address, citizens will be given the opportunity to make a reasonable presentation on their own behalf, or on behalf of a group of persons, and to express opinions and ask for pertinent information.

e.) In their relations to candidates for election to the Board:

The Board recognizes that a well-informed candidate can enhance the debate on important issues facing the community as well as position a newly elected member of the Board to knowledgeably participate in the matters before the Board. In furtherance of this, the Board will request the Town Clerk to formally notify the Town Administrator of each candidate for Selectmen, upon certification of their nomination papers – together with their email contact information - that these candidates might be provided with the weekly reports and material, excepting the executive session or other privileged materials, that is otherwise provided to the Board.

f.) In their relations With the Community At Large and Its Citizens:

The Board established on 1/29/2020 an annual recognition award to be known as the Citizen of the Year. Said award shall be made to an individual, a pair of individuals, a group of individuals, a community group or a non-profit corporation which has made a significant contribution to enhancing the quality

of life of a subset of the community or the community at large provided, however, that elected officials and employees shall not be eligible for an award during the course of their elected service or solely as a result of their elected service.

1. Annually, at the meeting at which the Town Administrator presents the 1 budget and legislative package for the coming fiscal year, the Chair shall place upon the Board's agenda an item of "Nominations for Citizen of the Year".
2. In taking up the agenda item the Chair shall describe the intent of the Award, perhaps acknowledge former honorees, and encourage Board members, town employees and officials and citizens at large to submit nominations for the same.
3. The Town Administrator shall cause the distribution of a notice on the Town's web site, and other locations, that the Town is accepting nominations for said award by letter or upon a form to be designated by the Town Administrator. Said notice will provide for a filing deadline of four weeks from the date of announcement.
4. The Town Administrator shall consult with a wide array of persons including, but not limited to, the members of the Board in determining the Citizen of the Year.
5. Upon such determination the Town Administrator shall cause the preparation of an award letter to be signed by the Board on behalf, an announcement for public distribution and the ordering of a plaque to be awarded to the honoree(s) by the Board at the Annual Town Meeting.
6. Following the award at the Annual Town Meeting, the Town Administrator shall cause the name of the honoree and the year of the award to a Plaque at Town Hall recognizing all honorees across the existence of the Award.

E. Waiver and Non-Prohibited Actions:

1. Nothing in these guidelines shall prevent the Board from voting to table an item until such time as the Board members may be ready to act, nor shall these guidelines be construed as preventing the Board from voting on these matters at any other time upon a vote of the majority.
2. The Chair, Vice-Chair, Clerk, or any Member appointed as a Liaison from the Board to another entity may be removed from such position with or without cause, by a four-fifths (4/5) vote of the Board. However, such a removal should generally be used in matters in which said Officer has acted inappropriately in a manner which would bring the Town

into disrepute or exceeded their authority or upon a request by the Officer to be replaced.

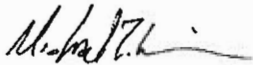
3. The Board may suspend or waive any of the foregoing rules at any time by a 4/5 vote of the members participating in the meeting.

F. Superseding Prior Action: This policy shall supersede any prior policy or action taken by the Board.

Effective Date

This Policy is effective upon being posted upon the Town's web site and filed with the Town Clerk. It supersedes all previous orders or policies relative to or in conflict with this matter and the procedures described herein.

Approved and adopted this 13th day of January 2021, by a vote of 4 in favor, 0 opposed, and 1 not in attendance.



Michael Currie, Chair
Town of Templeton Select Board

Adopted:1//13/2021

Exhibit A – Types of Meetings & Frequency

Meetings of the Select Board:

The Administrator shall cause the preparation and presentation of a meeting schedule providing the proposed dates of regularly scheduled meetings which shall begin at 6:30 p.m. but shall not be held on legal holidays or the evening before a legal holiday. The schedule will cover the meetings which are one of two types:

Business Meeting: Held on the 2nd and 4th Wednesday each month, generally consisting of appointments, ministerial actions (pole, alcohol, auto licenses, and the like), policy matters ready for action, reports of staff and the like; or

From time to time the Board may hold other unscheduled meetings which shall be one of two types:

Special Meeting: Held at any time for a matter requiring special or extended discussion or to brief the public on a major development or proposed policy under consideration. The same rules as those established for regular meetings will apply. These may only be called by the Chair when a 4/5ths majority of the Board shall previously agree to the date and time thereof.

Emergency Meeting: Held in the event of sudden, generally unexpected occurrence or set of circumstances demanding immediate action by the Board and called by the Chair as prescribed by statute.

Meetings of the Legislative Body:

The Board recognizes the role of the Open Town Meeting as the legislative body of the Town. Given the actions that are the sole province of this body, appropriation, sales and acquisitions of land, adoption of by-laws, and the like, it is generally anticipated that the community will need at least two meetings a year of this body. Those shall be referred to as an:

Annual Town Meeting: There shall be an Annual Town Meeting as prescribed in the Town's By-Laws each year for the consideration of all Town business which is to be posted properly prior to the meeting.

Fall Town Meeting: While technically defined by statute as a “Special Town Meeting”, this meeting is to be called the Fall Town Meeting to signify there is nothing out of the ordinary with its calling each fall somewhere between October 15 and November 15 as the scheduling of specific items of the Town’s demands. The inclusion of articles upon the process set for the Annual Town Meeting.

Special Town Meeting: The Board will call a Special Town Meeting, upon petition for the same in accord with statute, or when deferment of the particular matter proposed is substantially at odds with the best interests of the Town. In the event of such a petition for a Special Town Meeting, the Board may add - on their own initiative - any article it deems requires action at the time of the Meeting.

Prior to calling the Fall or a Special Town Meeting, the Administrator shall consult with the Town Moderator and Town Clerk to determine a date which they shall recommend to the Board for the calling of such meeting.

The warrant items for the Annual Town Meeting will generally be ordered as follows:

1. Late Bills, Transfers & Supplemental Appropriations for the current Fiscal Year;
2. The Consent Agenda;
3. Items to be voted on the annual ballot;
4. Acceptance of Statute;
5. By-Law Adoption or Amendment;
6. Sale or Acquisition of Land;
7. Appropriations for;
 - a. CPA;
 - b. Single Item Accounts;
 - c. Enterprise Funds;
 - d. Setting Salaries of Elected Officers;
 - e. General Fund Operations;
 - f. Collective Bargaining
 - g. General Fund Capital; and
 - h. Education;
8. Petitioned Warrant Articles in the order in which they were received

Articles should be paired as appropriate (e.g. a proposed funding source to support a proposed expenditure).

While the warrant for any meeting is technically always “open”, and the decision to include non-petitioned items is the province of the Board, provided it has not yet formally voted a warrant for presentation to the Town Clerk and posting by the Constable, the Board does recognize the need to comply with the Town’s By-Laws by formally “opening” the warrant for citizen petitions for period of fourteen (14) days prior to "closing" the same.

The Warrant for such meeting is the Board’s by statute. The Board may insert articles in the warrant on their own initiative at any time or by a written petition signed by the proper number of registered voters prior to or the official "opening" of a Warrant.

Finally, the Board recognizes that it must call a Special Town Meeting upon any petition filed seeking the same in accord with statute.

NOTE: Updated 2/7/24