

LITTLETON BOARD OF SELECTMEN

AGENDA POLICY

The business of all meetings of the Select Board shall be transacted as follows; provided, however, that the Presiding Officer may, during a Select Board meeting and with the consent of the Board, rearrange items on the agenda to conduct business before the Select Board more expeditiously:

CALL MEETING TO ORDER
PLEDGE OF ALLEGIENCE
OPENING PRAYER
PUBLIC HEARINGS
PRESENTATIONS
APPOINTMENTS – Staff, Committees, or Commissions
APPROVAL OF MINUTES
TOWN MANAGER UPDATES
OLD BUSINESS
NEW BUSINESS
BOARD OF SELECTMEN TOPICS
PUBLIC COMMENTS
BOARD OF ASSESSORS
NON-PUBLIC SESSION IF NEEDED
ADJOURNMENT

Appointments

It is the practice of the Select Board to reserve the Appointments part of its agenda for the purpose of official reports. No public comment, except as noted below, shall be taken during this period.

Official reports are defined as reports from any elected or appointed Town Board, Commission, Committee or department head. If said report is from a Board, Commission or Committee, the report must be one that represents the majority of that body, not that solely of the person/individual making the report. All requests from one of the official bodies listed above must be submitted to the Executive Secretary no later than the Wednesday prior to the meeting requested. The only exceptions to this requirement are in cases deemed to be of high importance by mutual agreement of the Town Manager and Chairman of the Select Board.

New Business

The Town Manager or any Board Member may place a matter on the agenda.

All requests to be placed on the agenda under New Business by members of the public must be submitted to the Executive Secretary no later than the Wednesday prior to the meeting requested. All such requests shall relate to town affairs that should be brought to the level of the Board. It shall be up to the Town Manager and Select Board Chair to determine whether the proposed agenda item satisfies these criteria.

Note: Under Appointments or New Business: When a matter is being presented that the Board expects to take a vote on, that item, and only that item, will be open for public input before a vote is taken.

Public Comments

Public Comment is an opportunity for residents to make comments or voice their concerns regarding any topic that is on the agenda. If questions are asked or information is requested, please be aware that an immediate answer may not be provided. Please allow 48-hours for the appropriate parties to provide a response to your requests. Individuals ordinarily will be given not more than three (3) minutes to speak, and people who have already spoken will be asked to wait until everyone who wishes has had the chance to speak once. The total time devoted to this agenda item is twenty (20) minutes. Individuals who are not able to speak will be given first opportunity to speak at a future meeting.

Presentations

Anyone wishing to schedule a time slot for a presentation to the Board, should provide the Administrative Secretary with an estimated presentation time requirement and any relevant written information on the subject matter no later than the Wednesday before the regularly scheduled Monday Board of Selectmen's meeting.

This policy was amended on March 27, 2023 by a unanimous board vote.