

Town of Bradford

Agenda & Minutes Policy

A Guideline for the Preparation and Distribution
Of Select Board Meeting Agendas & Minutes

Purpose

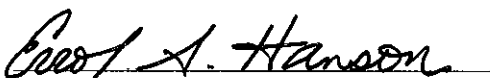
The purpose of this policy is to establish the requirements for creating and distributing the agenda and minutes for Select Board Meetings. The agenda should properly inform the Select Board and public what topics will be covered at the next meeting. The minutes should document the highlights of each topic discussion, the motions made, and the actions to be performed. This will provide an accurate record of the meeting and be informative to the public immediately and town officials historically.

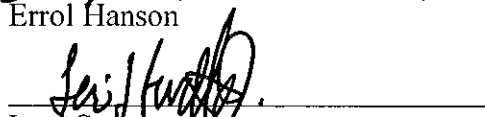
- 1) Topics not finalized should remain on the agenda under old business until the board has agreed the topic has been addressed.
- 2) All motions in the minutes should be in bold, including the vote count and outcome. The motion should be read back so the Select Board member making the motion can modify and confirm the wording.
- 3) Agendas are to be emailed to the Select Board the Friday before a Monday meeting, and the Tuesday before a Thursday meeting and uploaded to the town website as well.
- 4) Select Board members should email minutes corrections, agenda items, and any tasks that they need the town manager to complete for them to perform their job duties to the town manager 3 days prior to meeting days. Thus, a Monday meeting would be Wednesday prior, and a Thursday meeting would be Monday prior. **Requests to the town manager made by Select Board members at the Select Board meeting must be completed within two weeks.** If it is not possible to meet that goal, the town manager must inform the Select Board member by the due date why the goal cannot be met, and when the information will be received.
- 5) Committee Chairs and Department Heads must submit any information or reports they are bringing to the Select Board by emailing the Town manager and Chairperson prior to a scheduled meeting. This information is be emailed by **noon** the Friday before a Monday meeting, or the Tuesday before a Thursday meeting. Residents & Businesses that wish to have an agenda topic shall comply with the same timeline to avoid being bumped to the next meeting. Comments, questions, and concerns presented during open session may or may not be addressed in the current meeting but may be tabled until the next meeting to allow for information gathering by the Board, at the discretion of the chair.
- 6) The town clerk is responsible for taking the minutes for the Select Board at both regularly scheduled meetings, as well as any additional ones that are scheduled. If the town clerk cannot do so for some reason, it is up to the town clerk to inform the Select Board prior to the

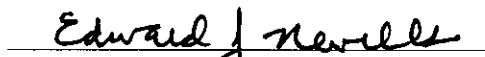
meeting and appoint a replacement. The replacement minute taker will be paid \$20 per hour, rounded up to the nearest half hour.

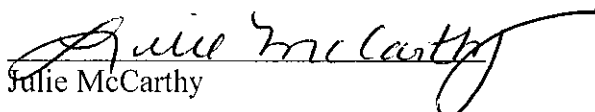
- 7) The town manager will have all the points of discussion written on the agenda prior to the meeting and any paperwork that will be presented. This is to be emailed following the agenda schedule (#3) which is the Friday before a Monday meeting, or the Tuesday before a Thursday meeting.
- 8) No additional commentary shall be included in the minutes after the meeting has concluded (not including corrections approved by the Select Board). For example, no answers to questions or additional information even if they are in italics.
- 9) Minutes should be unbiased when written. When in doubt, be brief.
- 10) Unapproved minutes are to be emailed by the town manager (on a regularly scheduled workweek) to the Select Board within 4 days to review, and approved minutes are to be uploaded to the town website within 3 days. It is up to the Select Board to email the town manager prior to the next meeting with omissions, incorrect information, questions, comments, or concerns.
- 11) Agenda items should have a subject and action if applicable. For example, "Discuss the purchase of a crack sealer" is more informative than "crack sealer."
- 12) Minutes can be driven by the agenda or put in another format. Each agenda item should be reflected in the minutes along with the highlights from the discussion, motion(s) made, and actions to be taken. *Actions should be italicized to draw attention to them and include what, who, and when.*


This policy is adopted by the Board of Selectmen:


Errol Hanson


Levi Surette


Edward Nevells


Julie McCarthy


Carlene Oakes

Date: 06/22/2022