

BOARD OF SELECTMEN

Communication Policy Re: Charter 5-3-2 (d)

Original Date: September 16, 1991

1991-3

Revised: August 29, 1994

Reaffirmed: September 1, 1997

Reaffirmed: March 16, 1998

Reaffirmed: January 29, 2001

Reaffirmed: March 9, 2004

In the case of information regarding departmental operations, fiscal affairs, general problems and administrative actions that either, in the judgement of the Town Administrator are not important enough or are too sensitive to put on his/her weekly report, the Town Administrator shall, in a timely manner, place any such information in the Selectmen's file or a note in the file indicating that this information is available by consultation with the Town Administrator or with the Chairman of the Board of Selectmen. In the case of urgent, sensitive information, the material will be made available and the Selectmen notified of its availability immediately or at most within twenty-four hours.