

Charge for Committee on Town Communications Town of Norwich

1. Introduction

The Norwich Selectboard has long discussed the need to improve communications between the citizens of the Town and its Town government. It recognizes that many channels are available, yet it remains difficult for citizens to become aware of matters of importance to them and for Town officials to have a good sense of the priorities and insights of its citizens. The Selectboard seeks recommendations that improve general public knowledge of current and proposed Town initiatives and improves the ability of Town government to serve its public with a better understanding of the public's needs and priorities.

2. Statement of Purpose

The role of the Committee is to make recommendations to the Selectboard regarding improving two-way communications between townspeople and their government.

3. Public Participation and Involvement

Public participation and involvement in the Committee's work is a high priority and the Committee is invited to support the Selectboard in presenting ideas and receiving feedback through public forums.

4. Membership

The Committee shall consist of a minimum of three Norwich members of the public at large, appointed by the Selectboard.

The table below shows the number of members required for a quorum and the number of votes required to pass a motion as a function of filled positions on the Committee:

Number of Filled Positions	Quorum	Votes Required
0-2	N/A	N/A
3-5	3	3
6-7	4	4

5. Meetings

The Committee's meetings shall be held at a regular time and place when possible. The time and place of each meeting and draft minutes shall be made available and posted in compliance with Vermont's open meeting law with support from the Town Manager's Office. The Committee will disband upon delivery of its final report.

6. Committee Review and Analysis

The Committee will determine what information needs to be gathered and reviewed in order to prepare a report to the Selectboard. It may choose to take the following steps:

- Organizational meeting to choose a chairperson and other positions and to review Vermont's open meeting and public records laws.
- Identification of scope of the problem.
- Research to identify current best practices.
- Analysis of best options for Norwich.
- Preparation of recommendations to the Selectboard.

7. Final Report

The final report from the Committee, including its findings and recommendations, should be presented to the Selectboard on, or before, _____.