

## **TOWN OF NORWICH SELECTBOARD PROCEDURE FOR RECEIPT OF RESIDENT CORRESPONDENCE**

**Resident correspondence is defined as letters, memos, emails and other documents sent to the Board by Norwich townspeople.**

**All correspondence to be received at a Selectboard meeting must be received in the Town Offices before 3 pm of the preceding Thursday. Late submissions will be held for the next regularly scheduled Selectboard meeting.**

**The Town Manager and Selectboard Chair will review correspondence to identify those items that require Selectboard action. The Town Manager, Selectboard Chair or a designated representative will provide a brief oral review of all correspondence during the appropriate segment of the meeting agenda, and will include the name of the writer and a summary of the content of the correspondence. At the meeting, such correspondence will be reviewed, and where appropriate, voted on individually. The Board will determine whether a response is required from the Board.**

**When correspondence is received in the Town Offices a letter or email will be sent to the sender of each piece of such correspondence to acknowledge the Board's receipt of correspondence addressed to the Board and to indicate at what Selectboard meeting it will formally be received.**

**Hard copies will be made available upon request, in compliance with the State of Vermont retention time-table for municipal records, by the Town Manager's Office and will be posted on the Town's website. An electronic folder of Selectboard correspondence will be maintained on the Town's server.**

**The entire content of correspondence will not be read during Selectboard meetings in order to conserve time; however, writers may attend the meeting and ask to read their correspondence into the record.**

**All correspondence not requiring Selectboard action will be received in one motion.**