

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 3:00 pm of the preceding Thursday. Late submissions will be held for the next regularly scheduled Selectboard meeting.

The Selectboard respects all correspondence received from Norwich citizens as important statements of concern for the Town. The correspondence will be included in each meeting packet. It is the responsibility of each Selectboard member to consider three criteria for acceptance:

1. Informational needing no response;
2. Information needing a delegated response; or,
3. Information which should be incorporated into an existing agenda item or a future agenda item or action.

The Selectboard as a whole will respond accordingly at the meeting for which the packet was prepared, unless otherwise delegated by the Board to one or more Board members for future reply. The Selectboard notes that full responses to correspondence are not always immediately possible, especially where the issue would benefit from more information so that the Selectboard may make the best decision for the Town; however, that need for more information can be conveyed to the person raising the issue.

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. Selectboard correspondence can be viewed within Selectboard meeting packets.

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.

**Town of Norwich Selectboard
Procedure for Receipt of Resident Correspondence**

Adopted by the Norwich Selectboard on March 24, 2021.

Roger Arnold

Roger Arnold, Chair

Mary Layton

Mary Layton, Vice-Chair

Claudette Brochu


Claudette Brochu

Marcia S Calloway

Marcia Calloway

Robert Gere

Robert Gere

Signature: 
Roger Arnold (Mar 26, 2021 16:40 EDT)
Email: rogerarnoldvt@gmail.com

Signature: 
Mary Layton (Mar 26, 2021 16:30 EDT)
Email: marydlayton@gmail.com

Signature: 
Claudette Brochu (Mar 26, 2021 20:59 EDT)
Email: cbrochu30@gmail.com

Signature: 
Marcia S. Calloway (Mar 30, 2021 17:30 EDT)
Email: msbcalloway@gmail.com

Signature: 
Robert Gere (Mar 26, 2021 16:23 EDT)
Email: rgere@mac.com












Receipt of Res Correspondence 2021


Final Audit Report


2021-03-30


Created:	2021-03-26
By:	Herbert Durfee (hdurfee@norwich.vt.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAiCR5ctZnmOiuerRVJpmcuqFR_WTjgrlR


"Receipt of Res Correspondence 2021" History


-  Document created by Herbert Durfee (hdurfee@norwich.vt.us)
2021-03-26 - 8:19:36 PM GMT- IP address: 75.144.171.193
-  Document emailed to Roger Arnold (rogerarnoldvt@gmail.com) for signature
2021-03-26 - 8:20:19 PM GMT
-  Document emailed to Mary Layton (marydlayton@gmail.com) for signature
2021-03-26 - 8:20:19 PM GMT
-  Document emailed to Claudette Brochu (cbrochu30@gmail.com) for signature
2021-03-26 - 8:20:19 PM GMT
-  Document emailed to Marcia S. Calloway (msbcalloway@gmail.com) for signature
2021-03-26 - 8:20:19 PM GMT
-  Document emailed to Robert Gere (rgere@mac.com) for signature
2021-03-26 - 8:20:19 PM GMT
-  Email viewed by Robert Gere (rgere@mac.com)
2021-03-26 - 8:22:30 PM GMT- IP address: 198.55.234.57
-  Document e-signed by Robert Gere (rgere@mac.com)
Signature Date: 2021-03-26 - 8:23:41 PM GMT - Time Source: server- IP address: 198.55.234.57
-  Email viewed by Mary Layton (marydlayton@gmail.com)
2021-03-26 - 8:30:08 PM GMT- IP address: 66.102.8.86
-  Document e-signed by Mary Layton (marydlayton@gmail.com)
Signature Date: 2021-03-26 - 8:30:38 PM GMT - Time Source: server- IP address: 71.235.191.95
-  Email viewed by Roger Arnold (rogerarnoldvt@gmail.com)
2021-03-26 - 8:40:17 PM GMT- IP address: 66.102.8.86


 Document e-signed by Roger Arnold (rogerarnoldvt@gmail.com)
Signature Date: 2021-03-26 - 8:40:57 PM GMT - Time Source: server- IP address: 104.219.99.188

 Email viewed by Claudette Brochu (cbrochu30@gmail.com)
2021-03-27 - 0:58:30 AM GMT- IP address: 66.102.8.92

 Document e-signed by Claudette Brochu (cbrochu30@gmail.com)
Signature Date: 2021-03-27 - 0:59:09 AM GMT - Time Source: server- IP address: 198.55.239.118

 Email viewed by Marcia S. Calloway (msbcalloway@gmail.com)
2021-03-30 - 9:29:39 PM GMT- IP address: 66.102.8.91

 Document e-signed by Marcia S. Calloway (msbcalloway@gmail.com)
Signature Date: 2021-03-30 - 9:30:59 PM GMT - Time Source: server- IP address: 73.219.254.176

 Agreement completed.
2021-03-30 - 9:30:59 PM GMT