



## **Policy Governing Reporting of Committees, Commissions, Task Force, or Other Groups/Individuals Appointed by the Selectboard**

**Background:** The Selectboard has the authority to establish various committees, commissions, boards, task forces, etc. necessary for the functioning of the town (24 VSA §871). The Selectboard appoints members to these groups in accordance with 24 VSA §871, §4323, §4343, and §4502. The Selectboard also appoints individuals to positions (e.g., Tree Warden, TRORC, Solid Waste District, etc.) Vermont's Open Meeting Law dictates that agendas, draft minutes of the meetings, as well as finalized minutes, are publically posted (1 VSA §310-314). All appointed Committees, Commissions, Task Forces, working groups and individuals serving as appointed officials to the Town of Norwich must abide by the Open Meeting Law, Public Records Law, Conflict of Interest Policy, and this Reporting Policy.

**Purpose:** The purpose of this policy is to improve communication/information sharing between appointed Committees/Commissions/Task Forces, working groups, individual appointees, and the Selectboard. The secondary purpose is to assure that the work of the various groups/individuals is aligned with the overall goals of the Selectboard and the Town, the work of the group continues to be relevant, and the work of the group provides an additional means of sharing information with the public.

This policy does **not** apply to those groups who report directly to the Town Manager or to other elected officials (e.g., Town Clerk and Listers).

**Process:** Beginning with the first Selectboard meeting in July, each Committee/Commission/Task Force/appointed individual will prepare quarterly, written reports for the Selectboard. The Selectboard reserves the right to call for an oral presentation.

The report to the Selectboard will, at minimum, include:

- Current work of the group/individual with proposed deadlines for completion.
- Information on any and all subcommittees and/or work groups including the purpose and goals of the subcommittee or workgroup.
- Grant applications.
- Future projects under consideration by the Committee/Commission/work group, etc.

The report should **not** be a submission of meeting minutes.

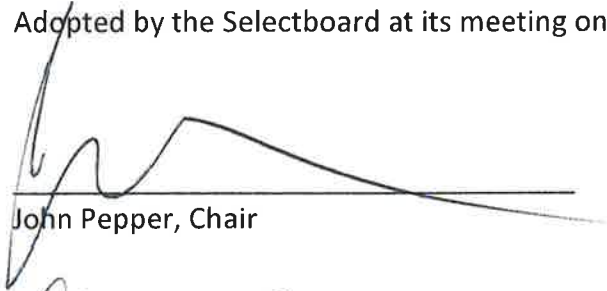
**Policy Governing Reporting of Committees, Commissions, Task Force, or Other Groups/Individuals  
Appointed by the Selectboard  
Adopted May 23, 2018**

The reports will be submitted to the Town Manager's Office no later than 3:00 p.m. on the Thursday prior to the first regular Selectboard meeting after the end of the quarter (i.e., after September 30, December 31, March 31, and June 30). Meeting this deadline allows for the material to be included in the Selectboard meeting packet. Reports can be made more frequently than quarterly.

Yearly submission of bylaws, goals, ordinances, etc. governing the work of the Committee/Commission/work group/ sub-committee/individual will be submitted to the Selectboard for yearly review by the first regular Selectboard meeting in May.

This policy will be shared with all Selectboard appointed Committees/ Commissions and appointed individuals upon adoption.

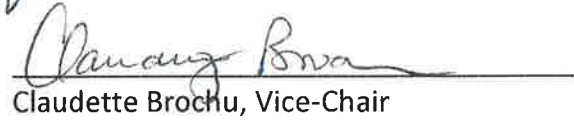
Adopted by the Selectboard at its meeting on May 23, 2018.



John Pepper, Chair



John Langhus



Claudette Brochu, Vice-Chair



Mary Layton



Linda Cook

## **Appointment of Selectboard Liaison (or designee) to Norwich Schoolboard and Norwich Prudential Committee**

In effort to establish/improve the communication between those groups outside of the purview of the Selectboard or Town Manager, the Selectboard will appoint a formal liaison to the Norwich Schoolboard and the Norwich Prudential Committee.

The liaison will attend, view meetings via CATV, read meeting minutes, or communicate directly with the Schoolboard Chair or Prudential Chair and report to the Selectboard at least quarterly. Reports should include any substantive issue(s) that could have fiscal or social implications to town residents. The liaison does not speak for the board, but is functioning as a conduit of information from the Schoolboard and Prudential Committee to the Selectboard. As such, the liaison should be free of obvious bias.

The liaison will be appointed by the Selectboard during its re-organizational meeting held after Town Meeting Day.

**Template for Committee/Commission Reports**  
(Use additional sheets, as necessary)

**Committee Name:**

**Members Names:**

**Committee/Commission/Appointee Charge (including subcommittees and workgroups):**

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**Current Projects (including work by subcommittees and workgroups) with proposed deadlines:**

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**Future Projects:**

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**Support Needed by the Selectboard:**

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