



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. Such information should be sent to the Selectboard email address: selectboard@norwich.vt.us

All correspondence to be received at a Selectboard meeting must be received in the Town Offices before 12:00 pm of the Thursday preceding a regular Wednesday meeting. 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 regular 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.

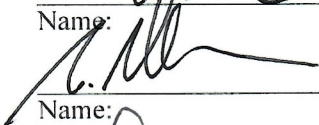
When correspondence is received in the Town Offices, a letter or email will be sent to the sender to acknowledge the Board's receipt of same. The acknowledgement of receipt will indicate at what Selectboard meeting the correspondence will formally be received.

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 excerpts of their correspondence into the record.

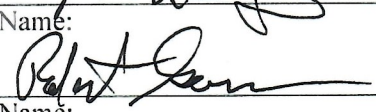
Adopted by the Norwich Selectboard on March 4, 2026

Signed: 

Name: _____


Name: _____


Name: _____


Name: _____