

**Town of Epsom
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Board of Selectmen Meeting Agenda Policy

- The Chair will set the agenda with the Administrative Assistant the Friday prior to the Monday meeting. Adjustments will be made for holidays, vacations, and meetings held on days other than Monday.
- The agenda will be posted to the Select Board page of the Town website with an E-Alert message issued. Physical postings of the agenda will include the Town Office and the Post Office.
- The Friday before the Monday meeting the Administrative Assistant will:
 - Include a printed copy of the agenda in each Selectman's folder along with any relevant meeting documents.
 - Include a printed copy of the agenda for the Recording Secretary.
 - Email the Selectmen a copy of the agenda and any relevant meeting documents.
- Any requests to be placed on the agenda by employees, Department Heads, and the public must be submitted to the Administrative Assistant by 12PM on the Thursday before the Monday meeting. Any requests received after this deadline and deemed to be of emergency status, may be added at the discretion of the Chair. Any requests made by the Select Board members must be submitted to the Administrative Assistant by 10AM on the Friday morning before the Monday meeting.
 - Requests from the public must include their name and contact information, a precise description the topic they wish to discuss, and any supporting documents they would like to present.
- All Non-Public sessions will be listed on the agenda with the appropriate RSA number.
- The Agenda will contain a 5 minute section for Public Comment.
 - Any questions during Public Comment must be addressed to the Chair, who after consultation with the Board, will determine if the question can be answered at that time.
 - If an issue is raised during Public Comment that cannot be answered at that time, or requires additional research or discussion, it will be noted by the Select Board's Administrative Assistant for research and response during business hours.
 - The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
 - The Board may determine that an item brought forth during Public Comment be added to the Agenda of a future meeting.
 - No one may speak during Public Comment except the person recognized by the Chair, direct questions or comments from the audience are not permitted.

This policy replaces all previous policies.

Approved on June 26, 2023.

Epsom Select Board