

**SELECTMEN'S MEETING POLICY
TOWN OF BROWNFIELD**

The Selectmen will meet once a week on a day and time to be determined by the Selectmen.

The date and time of the meeting shall be consistent week to week throughout the year except for unforeseen circumstances or emergencies. When a situation warrants the change of the meeting to a different day that week, a week's notice will be given and posted.

To permanently change the date and time of a regular weekly meeting (i.e., from Tuesdays to Thursdays), a month's notice will be given. The change must be placed in all meeting notes for four consecutive weeks prior to the change. Notice must be put on the town notice board for four (4) consecutive weeks prior to the change. Public notices must be made in at least two publications for two weeks prior to the change.

The Selectmen's meeting will have time for public comment on the second and fourth meeting of each month. The other meetings are workshops only with no public input.

Citizens who have concerns to bring before the Selectmen need to: fill out a request form (see sample attached) or call the Town Administrator to be added to the agenda by 12:00 P.M. four business days prior to the scheduled meeting with specifics as to the topic.

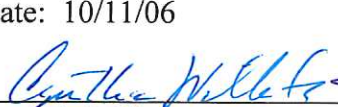
- * Citizens should bring no more than two concerns to any meeting.
- * Citizens will be allowed 5 minutes to present and discuss their issue.
- * Selectmen may choose to place the issue on an agenda for a future meeting.

Once a concern/issue has been brought forward in a meeting and the Selectmen have determined it needs further study and/or time to resolve the issue, that same issue will not be reheard until the action agreed upon by the Selectmen has been accomplished or a period of not less than one month has passed.


The Selectmen reserve the right to call public hearings for informational purposes and to receive input from the citizens. Calling these meeting will be done in compliance with all applicable statutes.

The Selectmen may change this policy by a majority vote, and the changes in policy will become effective immediately.


Date: 10/11/06



Cynthia Willets
Selectman, Chair



Steve Gourley
Selectman



Richard Norcross
Selectman