

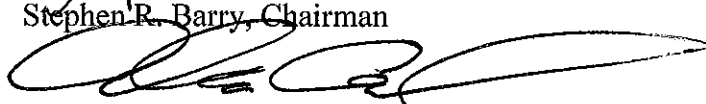
Town of Deerfield

AGENDA APPOINTMENT POLICY

- I. **PURPOSE:** From time to time, a person may wish to make an appointment with the Board of Selectmen for purposes that extend beyond the regular/normal business matters brought before the Board of Selectmen. The purpose of this policy is to ensure that all relevant information is provided to the Board of Selectmen so that the matter may be addressed in a fair and impartial manner.
- II. **PROCESS:** To be considered for inclusion, requests must be received by noon time on Wednesday preceding a business meeting. Requests may be referred to departments (as appropriate) in advance of the Selectmen's Meeting to allow for assembly of supplemental information. If it is necessary to investigate or develop background material prior to bringing your matter before the Selectmen, there may be a delay in scheduling.
- III. **SPECIFICATIONS:** Whenever a person contacts the Town Administrator to be placed on the Board of Selectmen's meeting agenda for subject matter that extends beyond the normal/regular business matters addressed at a Board of Selectmen's meeting, the Town Administrator shall:
- 1) Obtain all information regarding the subject matter to be addressed from the person(s) requesting an appointment. The person(s) shall complete an Agenda Request Form.
 - 2) The Town Administrator will compile all pertinent information and provide it to the Board of Selectmen.
 - 3) The Board of Selectmen shall either schedule an appointment on a Board of Selectmen meeting agenda for the purpose of discussing the matter, or shall provide a response in writing. If the subject matter meets the requirements of RSA 91-A:3,II, discussion may take place in a Nonpublic Session.

The Agenda Appointment Policy is adopted on this Twenty-First Day of May in the Year Two Thousand, Twelve by a Vote of the Deerfield Board of Selectmen.

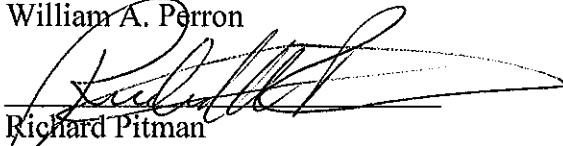

Stephen R. Barry, Chairman


Alan E. O'Neal, Vice Chairman

R. Andrew Robertson

Town Seal


William A. Perron


Richard Pitman

Effective Date: May 21, 2012

**TOWN OF DEERFIELD
BOARD OF SELECTMEN**