



**Town of Boscawen**  
**Select Board Agenda Policy**  
**Adopted 3/1/22**

**Purpose**

The purpose of this policy is to outline the general procedure for the Select Board agenda including submitting topics, posting, and submission deadlines.

**Background**

The Select Board meetings are meant to conduct the business of the Town. All official meetings of the Board shall be open to the public, however, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session in accordance with the provisions of RSA 91-A:3.

**Procedure**

Requests from the public to be added to the Select Board agenda shall be submitted to the Town Administrator by 3:00pm on the Tuesday before the next regularly scheduled meeting. Requests should include their name, contact information (address, telephone, and email), agenda topic, and any supporting documents they would like to present.

The Select Board Chair will set the agenda with staff on Wednesday morning. Every effort will be made to accommodate requests from the public. *The Select Board Chair reserves the right to defer the topic to a future agenda based on the business of the meeting.*

The Town Administrator will contact the member of the public to confirm the date and time they will be on the agenda once approved by the Select Board Chair.

Agenda topics from the Select Board and staff must be submitted and/or added to the agenda by 12:00pm on the Wednesday before the next regularly scheduled meeting.

The agenda will be posted to the Town website 24hrs prior to the meeting. Physical postings of the agenda will include the bulletin board in the main lobby and the cabinet by the Boscawen Public Library.

The Select Board Chair may limit public agenda topics from two (2) to five (5) minutes at their discretion.

All Non-Public sessions will be listed on the agenda with the appropriate RSA number.

**Contact Information**

Requests from the public to be added to the Select Board agenda can be directed to:

**Katie Phelps**

**Town Administrator**

**603-753-9188 Ext. 2317**

**[kphelps@townofboscawen.org](mailto:kphelps@townofboscawen.org)**

This policy was reviewed and adopted at a regular meeting of the Select Board on March 3, 2022.