

## GUIDELINES – SELECTMEN’S MEETINGS

1. All Selectmen’s Meetings will be on Thursday nights at 6:00 P.M. in the Selectmen’s Meeting Room unless otherwise posted.
2. To reserve time on the Agenda persons must contact the Administrative Assistant at 436-5701, ext. 2 by **NOON on the TUESDAY before the meeting.**
3. No time will be allocated to anyone unless the matter to be discussed is given.
4. The Board reserves a portion of its meetings for Comments and Concerns of Citizens. This is a time when town residents can bring matters before the board that require minimum of discussion and are not on the agenda. Persons will be allowed up to three minutes per person, not per topic, to speak at any meeting under Comments & Concerns. Anyone who wishes to make comment during an **open** meeting of the Board of Selectmen must comply with requirements set forth in the open meeting law, including:
  - Persons may speak upon the permission of the Chair of the Board of Selectmen and must stop speaking upon request of the Chair. (OML G.L. c. 30A, §§ 18-25)
  - No person may discuss the reputation, character, physical condition, or mental health of a particular individual. (OML G.L. c. 30A, §§ 18-25)<sup>1</sup>
  - No person may bring complaints or charges against a specific public officer, employee, staff member or individual. (OML G.L. c. 30A, §§ 18-25)<sup>1</sup> the town has procedures for such complaints. Details are available in the Selectmen’s Office

<sup>1</sup> Certain provisions of the Open Meeting Law pertaining to Executive Sessions may apply.

**If it appears that the topic (s) being discussed will consume longer than the three minutes allocated then, at the discretion of the Chairman, the matter will be placed on the next regularly scheduled Selectmen’s meeting agenda.**

5. Employees and Board members who have business with the Selectmen should be placed on the agenda and not request recognition during Comments & Concerns of citizens.
6. Questions or complaints about: lights, signs, dirt in roads, sidewalks, or any such items can usually be handled without being brought up at a meeting. The Board will only address such business after it has been attempted to be taken care of by the appropriate department head. If unsure of who the appropriate department is, you may contact the Selectmen’s Office for guidance.
7. Anyone wishing to contact the Board of Selectmen in writing may do so at:

Board of Selectmen  
Shepard Municipal Building  
48 High Street  
P.O. Box 609  
Warren, Massachusetts 01083-0609  
selectmen@warren-ma.gov