



TOWN OF MEDFIELD

Office of

BOARD OF SELECTMEN

MICHAEL J. SULLIVAN
Town Administrator

TOWN HOUSE, 459 MAIN STREET
MEDFIELD, MASSACHUSETTS 02052-0315

(508) 359-8505

Board of Selectmen

Agenda Policy

1. Agendas shall close at 3PM on Thursday prior to a scheduled Tuesday night meeting. For meetings scheduled on other days, the agenda will close at 3pm on the third business day prior to the meeting.
 - a. Any written materials or documentation from outside parties must be submitted by 3PM.
 - b. If supporting documentation is not received by close of agenda, the Board may defer action on the agenda item.
 - c. Deadline may be waived in the event of an emergency or for items that were not reasonably anticipated when the agenda was posted but should be addressed before the next meeting of the Board.
2. Town Administrator shall coordinate agenda items and sequence in consultation with the Chair and schedule a realistic time period for each item of business
3. Draft agenda and supporting documentation will be made available electronically to Board members by close of business Friday before the scheduled meeting. Agenda will be posted in accordance with the Open Meeting Law and to the Town website.
4. Citizens who wish to speak during the Citizen Comment portion of the meeting shall sign in when they arrive. When, whether, and for how long the matter will be taken up during that meeting is within the Chair's discretion. In the discretion of the Board, the matter may be deferred to a future meeting. Citizen comments directed to a specific agenda item generally will be taken up during the time allotted to that item.
5. While any citizen may appear and be heard during the Citizen Comment portion of the meeting, any citizen who wishes to raise a concern specific to a Town Department shall notify the Assistant to the Town Administrator by 3pm on the third business day prior to a Board of Selectmen meeting (Thursday for a Tuesday meeting) to give a representative of that department an opportunity to appear.
6. Agenda to generally include the following:
 - A. Call to Order
 - B. Disclosure of Audio/Video Recording
 - C. Announcements
 - D. Appointments/Public Hearings

- E. Citizen Comment
- F. Action Items
- G. Pending Items
- H. Licenses and Permits
 - a. Consent Agenda
- I. Correspondence
- J. Town Administrator Update
- K. Selectmen's Reports
- L. Approval of Minutes
- M. Informational
- N. Executive Session (If Necessary)