

## SELECTMEN POLICY FOR "OPEN TO THE PUBLIC"

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The Board of Selectmen encourages citizens of the Town of Wells to attend Board meetings, which are open to both the press and the public, except during executive sessions. Executive sessions, which usually occur at the end of a meeting, deal with topics that the open discussion of which could potentially harm the Town, affected individuals or both. The Board of Selectmen follows state law with regard to executive sessions.

The Board encourages residents to bring issues of concern to an individual or to the community to the attention of the Board of Selectmen. Citizen involvement in Town governance enhances the sense of community that makes Wells a great place to live, work, and visit.

Selectmen meetings follow an agenda, which lists the issues the Board will address. The Board wants to hear from citizens and recognizes that one way for residents to participate is to speak out in the Open to the Public Sessions. The Board of Selectmen also recognizes that efficient, productive and orderly meetings are essential to ensure full and fair consideration of agenda subjects at each meeting. To balance these two interests, the Board of Selectmen adopted this Policy to govern the Open to the Public Agenda portions of the meetings.

1. There will be two Open to the Public segments at each regularly scheduled Selectmen's Meeting, near the beginning and end of the meetings. Each Open to the Public segment is limited to fifteen minutes.
2. All comments or questions are directed to the Chairman, who will recognize each speaker in turn. Remarks may not exceed three minutes. Each speaker must identify him/herself and the group he/she represents, if applicable. Speakers may not "read into the record" remarks prepared for or directed to another person or entity.
3. The Board of Selectmen will not accept written materials distributed at a Selectmen's meeting, other than petitions submitted in accordance with state law or a written summary of the speaker's remarks. Individuals or groups must submit written materials for the Board's attention to the Town Manager four business days before the meeting day for distribution to Board members before the meeting.
4. Questions about Town affairs and criticisms or concerns about Town policies, actions, or programs are welcome, provided they do not become personal.
5. No personal attacks on any individual, including Town employees, Town officials, or members of the public will be tolerated during meetings. Please direct concerns about individual employees or Town officials to the Town Manager or Chairman of the Board of Selectmen outside the public meeting.
6. The Board of Selectmen vests in its Chairman the discretion to terminate any remarks if the speaker does not adhere to this policy.

Individuals or groups who desire a response from the Board of Selectmen are encouraged to contact the Town Manager or Board Chairman about placing an item on the Board's agenda for discussion, rather than relying on Open to the Public.

Thank you for adhering to this Policy.