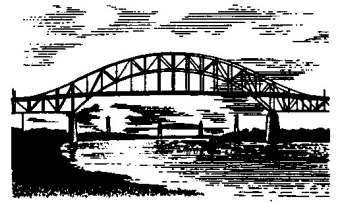


Town of Bourne Select Board



www.townofbourne.com



24 Perry Ave, Bourne, MA 02532

Frequently Asked Questions: Select Board Correspondence

Correspondence, as defined in Section VII, may include, but are not limited to, the following:

- Communications from town, state, or federal agencies
- Communications from town committees or boards
- Announcements of non-profit events
- Letters or emails from individuals to the full Select Board to notify the Board of an event or opinion on an issue, or to request that the Select Board address a specific issue at a public meeting

1

WHAT IS THE PUBLIC PACKET?

A public version of the Select Board's meeting materials is posted online in advance of a meeting. Each Select Board agenda contains a "Correspondence" item that notifies the public of correspondence received by the full Select Board.

2

WHAT IF I DON'T WANT MY CORRESPONDENCE IN THE PUBLIC PACKET?

Please include this information when you send the correspondence. If so requested, the correspondence will be distributed to the Board, but not included in the meeting packet. The correspondence will still be considered to be a public record, and will be distributed as part of any public records request (it is not confidential).

3

HOW DO I SEND CORRESPONDENCE TO THE SELECT BOARD?

Correspondence can be sent via mail, hand delivered to the Select Board office located at Town Hall, or electronically via email or utilizing the "contact form" on the Town website.

4

WHAT DO I NEED TO INCLUDE IN MY CORRESPONDENCE IN ORDER TO HAVE IT CONSIDERED BY THE SELECT BOARD?

Correspondence will only be considered when the document includes the name and address of the author along with contact information in the form of a valid email or telephone number on the document itself.

5

WHAT IF I WANT TO SEND CORRESPONDENCE ANNONYMOUSLY?

Correspondence received without a name and address will not be included in the public correspondence record or receive a response.

6

WHAT IF I WANT MY IDENTITY REDACTED FROM MY CORRESPONDENCE WHEN PUBLISHED IN THE PUBLIC PACKET?

Name and village will not be redacted, but street address, phone number, email address, or other personal contact information will be redacted.

7

WHAT HAPPENS TO MY CORRESPONDENCE IF I ONLY SEND IT TO ONE BOARD MEMBER?

The Board member must notify the Chair with a request to include the correspondence in the Select Board's meeting materials. Inclusion of said correspondence in meeting materials is at the discretion of the Chair.

Correspondence sent to individual Select Board members that require staff action, are replied to by the individual member with instructions to contact the TA or appropriate department head directly.

If the correspondence is sent just to the Chair, and the intention is to provide the correspondence to the full Board, then the correspondence should be addressed to the "Select Board."

8

WHAT HAPPENS TO MY CORRESPONDENCE IF I SEND IT TO THE ENTIRE SELECT BOARD?

Correspondence will be reviewed by the Chair for consideration in the public packet.

9

WHEN DO I HAVE TO SEND MY CORRESPONDENCE IN ORDER FOR IT TO BE CONSIDERED?

Before noon on the Thursday prior to the next Tuesday meeting.

10

HOW DO I KNOW IF THE SELECT BOARD RECEIVED MY CORRESPONDENCE?

The Clerk of the Select Board is responsible for replying, acknowledging receipt of correspondence. Receipt will not be acknowledge when the Board is listed as a "CC" recipient.

11

WILL CORRESPONDENCE WHICH THE SELECT BOARD IS CC'D ON BE INCLUDED IN THE PUBLIC PACKET?

Correspondence with the Board listed as a "CC" may not be included in the public packet. Inclusion of said correspondence in the public packet is at the discretion of the Chair.

12

WHAT HAPPENS TO CORRESPONDENCE AFTER IT HAS BEEN IN THE PUBLIC PACKET?

Correspondence that requires immediate action of the Board will be taken up at the next scheduled meeting.

Correspondence that requires deliberation may be discussed, however, no action may be taken until it is placed as a regular item on the next available meeting agenda.

Board members may request a piece of correspondence be placed on a future meeting agenda during the meeting which the correspondence is presented.

To read the full correspondence procedures as part of the Select Board's Rules of Procedure [click here](#)