

GUILFORD SELECTBOARD CORRESPONDENCE PROCEDURE

It is a goal of the Guilford Selectboard to be transparent and accessible to the public. This procedure describes ways a resident can contact the Selectboard, and how correspondence to the Selectboard will be handled.

Resident correspondence is defined as letters, memos, emails and other communication sent to the Selectboard. Correspondence for the Selectboard should be emailed to the Town Administrator at townadmin@guilfordvt.gov with "Selectboard Correspondence" in the subject line or mailed to the Selectboard at 236 School Road, Guilford, VT 05301. If submitting correspondence by mail, please include either phone or email contact information. Please note all correspondence to the Selectboard is a matter of public record 1 V.S.A. §§ 315-320.

All correspondence to be reviewed at a Selectboard meeting must be received before 12:00 p.m. of the Wednesday preceding a regular Monday meeting. Late submissions will be held for the next regularly scheduled Selectboard meeting.

The Selectboard respects all correspondence received from Guilford citizens as important statements of concern for the Town. The correspondence will be included in meeting documentation. It is the responsibility of each Selectboard member to consider three criteria:

1. Informational needing no response;
2. Information needing a delegated response; or,
3. Information which should be incorporated into an existing agenda item or a future agenda item or action.

The Selectboard as a whole will respond accordingly at the meeting for which the correspondence was received, unless otherwise delegated by the Board to one or more Board members or staff for future reply. Full responses to correspondence are not always immediately possible, especially where the issue would benefit from more information so that the Selectboard may make the best decision for the Town; however, that need for more information can be conveyed to the person raising the issue.

When correspondence is received at the Town Office, acknowledgement of receipt will indicate at what Selectboard meeting the correspondence will formally be reviewed.

If correspondence is addressed to an individual Selectboard member, that member may respond at their discretion, provided the question does not involve Board actions or decisions. Any response must clearly state that it reflects the individual's opinion, not that of the Selectboard. Matters requiring Board attention should be referred to the full Board or forwarded to the Town Administrator.

Letters or emails addressed to the entire board, but not designated as Selectboard Correspondence will be reviewed at the discretion of the Selectboard Chair

Correspondence that is not germane to Selectboard business will be reviewed at the discretion of the Selectboard Chair.

The entire content of correspondence will not be read during Selectboard meetings in order to conserve time; however, writers may attend the meeting and ask to read excerpts of their correspondence into the record.