



POLICY No.: C-2

DATE ADOPTED: FEBRUARY 17, 2010

TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

Policy on Citizen Requests

For the Board of Selectmen and the Town Administrator

Purpose:

The Board of Selectmen and Town Administrator agree to establish standards and procedures necessary to promptly deal with citizen requests.

Policy:

The Board recognizes that it both represents and is accountable to all the citizens of the town. It is the Board's policy to make every effort to strengthen communications with citizens. Measures will be instituted to increase citizen participation, encourage citizen input into governmental decisions and to keep citizens informed of all actions contemplated or taken by the Board and the town meeting which will affect them.

An individual citizen or group of citizens may request an appointment before the Board by contacting the Town Administrator or the Board of Selectmen's Office, stating precisely the reason for the appearance and the action desired and naming a spokesman for the group. Participants shall be given the opportunity to make a reasonable presentation through the spokesman and to express opinions and ask for pertinent information. Citizens are encouraged to have written materials submitted for the Board's agenda package.