



POLICY No.: E-4

DATE ADOPTED: FEBRUARY 17, 2010

TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

Policy on Town Meeting Notification/Budget Publication

Purpose:

The Board of Selectmen and Town Administrator agree to establish guidelines to ensure the public is notified of town meetings and the annual budget.

Policy:

In addition to posting the Town Meeting Warrants at the Municipal Building, the Office of the Municipal Light Plant, the Post Office, the Beaman Memorial Library, the Middle/High School and Pruneau's Barber Shop, copies of the warrant and related reports are also available on the town's web site currently (www.westboylston-ma.gov). In addition, copies will also be provided to the Municipal Light Plant, Beaman Memorial Public Library, Office of the Town Clerk, Council on Aging and Office of the Board of Selectmen/Town Administrator for public distribution.

Prior to town meetings an Informational Mailer will be sent to each household in the town informing them that West Boylston has an Open Town Meeting form of government in which registered voters who attend town meetings collectively act as the legislature of the municipal government. Should voters require any special accommodation to participate in Town Meeting, they need to contact the Office of the Board of Selectmen/Town Administrator. In addition to the Informational Mailer, the Town Administrator shall outreach to the newspaper correspondents who cover the town to ensure that an article is published regarding town meeting and the articles to be addressed.