

## Policy updates

Following are administrative changes made to the Board policies document:

- 1) Removed 'Personnel policies'. This section is more appropriately owned by Human Resources, and the Personnel Committee.
- 2) Standardized the text in the document (font, bullet types, indentation, etc.)
- 3) Changed references to 'Board of Selectmen' to 'Select Board'
- 4) Changed 'Chairman' to 'Chair'; 'Vice Chairman' to 'Vice Chair'
- 5) Inserted policies recently approved (Flag protocols)
- 6) Minor edits (spelling, punctuation, etc.)

Suggested items for review and discussion on existing policies:

- 7) Review responsibilities of Board officers, especially Clerk (Section 1-2.1)
- 8) Remove Section 1-2.11 State Legislative Action Reports
- 9) Change 'Open Session' to 'Public Comment' in meeting sequence (Sections 1-2.7 and 1-2.8). Open Session is confusing, since anything not Executive Session is Open Session. Also, remove requirement for sign-in, since it is not enforced.
- 10) Remove reference to CIVIC Committee in Section 1-3.3.
- 11) Remove Tax Policy Section 2-2.6 Information on Tax Classification. The request for this data is stated earlier in the policy (Section 2-2.1). Also remove Section 2-2.5, since this review can be done at any time.
- 12) Edit Alcohol Licensing requirements to remove topological map (Section 3-1). This requirement is not necessary, and not enforced.
- 13) Edit Licensing procedures to change 'close hearing' to 'continue Public Hearing to next regular meeting', to correctly define the sequence (Section 3-4). Also add a note that the Board may waive the 'continuation' policy at its discretion.
- 14) Remove deadline dates for specific actions: Sections 3-2, 5-2, 5-6