

# LUNENBURG BOARD OF SELECTMEN

## Visitor's Orientation to Meetings

The purpose of the Selectmen's meeting is for the board to transact the business of the town, as mandated by the town's bylaws, state law, and as published in the agenda. This is an official business meeting of the board, conducted under a prepared and limited agenda which has been distributed to the board, town clerk, and published on the website at least 48 hours in advance of the meeting. The goal is to accomplish town business within a productive, respectful atmosphere in a reasonable time frame.

**The Board of Selectmen** establishes policy for the general direction and management of the property and affairs of the Town.

**The Chief Administrative Financial Officer** oversees the daily operations in the town and completes the staff work necessary for the board to both act on policy matters and to evaluate, in a general sense the overall functioning of the town. Thus, the board asks the administrative staff to do a variety of tasks involving data collection and analysis and to make recommendations where appropriate.

**Citizen's Comments** – The Board of Selectmen encourages citizens to attend its meetings and welcomes their views on pertinent subjects. Anyone may comment for up to three minutes on agenda items, following recognition by the Chairman. All comments should be addressed to the Chairman.

**Public Participation** – The selectmen meetings are conducted under the provisions of Massachusetts General Laws, Chapter 39, Section 23B, Open Meeting Law. You are entitled to be present and witness all deliberations of the board except those specifically held under the Executive Session provision of the law. The Chairman will announce any decision to enter Executive Session and provide the appropriate exemption allowing them to do so.

**Conduct at Selectmen Meetings** – Abusive or defamatory remarks, demonstrations, disorderly conduct or interruptions are unnecessary and unproductive. These actions will not be tolerated and will be ruled out of order. Persons engaged in such conduct will forfeit their remaining comment time.

**Written Material** – Anyone wishing to distribute written materials to the board may do so by distributing to the Selectmen's office at least 48 hours prior to the meeting.

**General Information** – The board generally meets on Tuesdays at 7:00 PM, except for the last Tuesday of the month unless otherwise posted. Special meetings may be scheduled as necessary. If you wish to appear on the agenda, please contact the Selectmen's office at 978-582-4144.

The board appreciates your attendance at their meetings and encourages your continued interest in its work on behalf of the citizens of Lunenburg.