

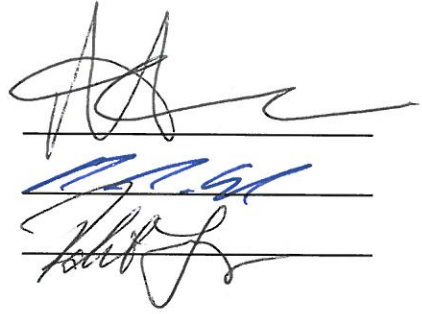
Town of Kensington

Policies and Procedures for the Board of Selectmen

Adopted

Date: 12/17/19

Board of Selectmen:



Amended

Date: _____

Board of Selectmen:

Summary of amendments:

Amended

Date: _____

Board of Selectmen:

Summary of amendments:

MEETING RULES & PROCEDURES

A. Meetings: Scheduling

The Board of Selectmen will meet twice monthly, on the first and third Mondays of the month at 6:30 PM, unless rescheduled by a vote of the Board. Additional meetings can be called at the Board's discretion, but should be scheduled whenever possible during evening hours. Meetings can be cancelled or postponed due to emergencies, including hazardous weather conditions, at the discretion of the chairperson in consultation with Board members and the Chiefs of the Police and Fire/Rescue departments. Emergency meetings can be called by a majority request of the Board at any time when immediate action is deemed to be imperative. Nonpublic sessions will only be called during public meetings, and shall be called and utilized (1) only when necessary and (2) when allowed by, and in accordance with, RSA 91-A.

B. Meetings: Agenda-Setting

Meetings of the Board of Selectmen will follow an agenda created by the chairperson, with input from fellow Board members. In order to be considered for addition to the agenda, requests from the public to meet with the Board must be submitted in writing at least three business days in advance of the meeting, in sufficient detail to allow Board investigation and review of the matter. The Board may waive this requirement in emergency circumstances or for items that require immediate action and for which prior notice is not possible. Whether to add an item to the agenda is at the sole discretion of the Board.

C. Meetings: Procedures

During its meetings, the Board's chairperson is responsible for ensuring the meeting proceeds in an orderly fashion. When considering an action, any member of the Board may make a motion, which should be seconded before proceeding to a vote; a majority of the Board is competent in all cases. Discussion may occur before a motion is made, after a motion is seconded, or both, at the discretion of the chair.

D. Meetings: Public Input & Citizens Forum

Meetings of the Board of Selectmen are for conducting Board business, and do not generally feature discussion with the public, nor does the public have an inherent right to speak at a Board meeting. At any time the chairperson may recognize any member of the public who wishes to speak, but is under no obligation to do so. However, at its meetings the Board offers a "Citizens' Forum" in which any resident can raise an urgent concern for which they had insufficient time to request being placed on the agenda. Time shall be kept by the chair or a designee, and each resident is limited to three minutes, which can be extended by a vote of the Board. The chairperson may limit or prohibit unruly or disorderly behavior, and remarks that are rude, personal or slanderous to persons other than the Board of Selectmen. If the person does not withdraw upon request, the Chairman may order a police officer to remove and/or confine the person, consistent with state law.

E. Meetings: Minutes & Addenda

Any proposed addenda, appendices, or attachments to the minutes of Board of Selectmen meetings, such as correspondence submitted by citizens and/or read aloud at a meeting, must be

approved by the Board of Selectmen before becoming part of the record. Minutes shall report the names of all Board members present, persons appearing before the board, subjects discussed and acted upon, and the nature of any actions taken, but shall not necessarily include lengthy records of discussion.

GENERAL RULES & PROCEDURES

F. Use of E-Mail for Town Business

Every new member of the Board of Selectmen will be assigned an official Town-owned email account that will be saved on the Town server, which will be used only for Town-related business in furtherance of the member's duties as a Board member. Members shall not use personal email accounts for town-related business; if a member receives an email related to Town business at a personal email account inadvertently, they should forward it to their Town account immediately, and respond using that account. Upon expiration or termination of the member's term in office, they will cease to use or access their Town email account. Members shall not delete or alter emails in any way, while in office or after leaving office. Each member, upon leaving office, will immediately give to the Town's designee the credential information necessary to utilize the account. The Town will be responsible for creating an automatic reply message for the expired account.

G. Document Retention

Every Board member is expected to leave official documents, correspondence, and records at the Town Hall, taking home copies as necessary to conduct Town business. Members shall not destroy or delete documents or correspondence, including email messages, relevant to official duties while in office or after leaving office. Any documents, correspondence, or records used by Board members in the furtherance of their official duties, excluding personal notes, shall be retained and deposited at the Town Hall upon the ending of a Board member's term in office. Whenever possible, work for the Town (e.g. word processing) should be completed on town-owned computers, which shall be returned to the Town at the end of a member's term with the credentials needed to access the computer. Selectmen are expected to adhere to employee policies on computer use.

H. Personnel Evaluation

Every year in December the Board of Selectmen or its designee is responsible for conducting annual evaluations of its employees and department heads for the preceding calendar year, and updating job descriptions as necessary. This shall include a written formative assessment of the employee's performance.

I. Training

Every new member of the Board of Selectmen shall attend, within three months of taking office, an NHMA training on right-to-know law either in-person or in webinar form. All members are encouraged to take refresher courses annually either in-person or in webinar form to stay updated on changes in case law pertaining to right-to-know law, including nonpublic sessions.

J. Comportment & Ethics

All members of the Board of Selectmen will treat members of the public with respect, and comport themselves professionally while in meetings, working at the Town Hall, attending Town functions, or otherwise acting in their roles as selectmen. Selectmen are expected to demonstrate the highest standards of personal integrity, truthfulness, honesty, humility, and dedication in all public actions and activities in order to inspire public confidence and trust. They will extend fair and equal treatment to all Town officials, Town employees, volunteers, contractors, and the general public. They will respect and safeguard confidential or privileged information that may be acquired in the performance of duties and responsibilities for the Town. They will conduct their business with the highest standards of honesty, reliability, consistency, and fairness, and treat all employees and citizens with dignity and respect. In the process of conducting the prudential affairs of the Town, they should ensure that the interest of the community and fairness to all are their primary considerations.

Members are expected to attend Board meetings regularly, become informed concerning the issues to be considered at those meetings, make policy decisions only after full discussion at publicly held Board meetings, and render all decisions based on the available facts and independent judgment.

K. Conflicts of Interest

Each member of the Board is responsible for avoiding conflicts of interest, and avoiding the appearance of conflicts of interest. No special consideration, advantage or favor shall be given to any person or entity as a result of public status, wealth, position, or personal relationship. In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the Town, the Board member shall declare that interest and refrain from debating, discussing, or voting upon the question of contracting with the company. It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his or her interest in the Town and his or her interest in his or her place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist.

L. Media and Social Media Use

The Board of Selectmen acts only as "a body corporate"; individual members have no authority and may not speak for the Board, and must be careful to not appear to speak for the Board. As individuals, board members are free to communicate with the media and speak publicly on all social media outlets, but all statements made by an individual Board Member on matters of public concern should state that he or she is speaking as an individual community member and not representing the Board of Selectmen.

BOARD MEMBER ROLES & RESPONSIBILITIES

M. Board Member Responsibility Areas

The Board of Selectmen delegates responsibility to its members for the following issue areas. Unless expressly delegated by the Board, this responsibility primarily involves information-gathering, and does not include policy-making authority, spending authority above limits that require Board approval as specified in the Employee Handbook, or other decision-making authority reserved for the Board, and no member may speak or act for the Board unless expressly delegated that authority by the Board. Members serve as primary contacts for problems, citizen concerns, and other issues in these areas. Members should investigate and try to solve problems in these areas if and when that is possible as individual members of the community, without requiring Board action or authority. Members should keep the Board informed through “FYI” messages or vis-à-vis the selectmen’s clerk. Members should use their good judgement to avoid overstepping their authority in this regard, and when unsure should err on the side of assuming Board action is required. Members are expected to assist each other in fulfilling duties in these responsibility areas when needed.

- Chairperson
- Personnel administration
- Facilities administration
- Budgets: drafting and monitoring
- Warrant articles: drafting and coordination
- Land use liaison: Planning Board *ex officio* member; ZBA liaison
- Assessing liaison
- Liaison to Emergency Management, Fire/Rescue, and Police
- Roads management liaison
- Conservation Commission representative
- Parks and Social Committee representative
- Kensington Sawyer Trust and Sawyer Park liaison
- Health Officer
- Deputy Health Officer

These responsibilities should be assigned at the Board’s first meeting after elections in March, and should be reviewed and reconsidered whenever Board membership changes. Members are expected to share these responsibilities equitably.

N. Board Member Responsibility Areas: Chairperson

At its first meeting after elections in March, and whenever Board membership changes, the Board shall elect a chairperson. The chairperson is responsible for creating the agenda for Board meetings (with input from Board members), ensuring meetings are orderly and efficient, and allowing deliberation and debate within reasonable time limits and according to its rules of order. The chairperson has the authority to sign contracts and agreements approved by the Board on its behalf.

Adoption & Revision

These policies have been adopted by the Board of Selectmen to govern its affairs, and may be revised at any time by a majority vote of the Board of Selectmen.