

**BOARD OF FINANCE
POLICY REGARDING SUBMISSION OF AGENDA ITEMS**

The Board of Finance agenda is typically issued one (1) week before the meeting. Agenda items and supporting documentation should be sent to the Board of Finance Secretary by noon **on** Monday one week prior to the meeting date. For a list of Board of Finance meetings, please check the annual schedule which is posted with the Town Clerk's office.

Many Board of Finance agenda items are submitted through the Board of Selectmen after their review and approval. Budget account transfers, funding appropriations and new project requests all require Board of Selectmen approval before moving on to the Board of Finance for review and approval. Therefore, these types of requests must be to the Board of Selectman's secretary by noon on the Wednesday prior to their meeting to ensure they are ready for the monthly Board of Finance's monthly meeting for review and possible action.

On the rare occasion that a late agenda submission is unavoidable, the Board of Finance may vote to add the item to the regular meeting agenda or defer the item to the next scheduled meeting. The request to add the item to the agenda must be accompanied by an explanation as to why the submission was late. Please note that State Statute Section 1-225 (c) requires an affirmative vote of 2/3 of the Board members present.

If there is a need to provide additional information to the Board after the agenda has been sent, please send or give it to the Board of Finance Secretary. Do not distribute the information to the members prior to the start of the meeting as this does not allow for review of the information.

If you are requested to provide additional information by the Board, please send that information to the Board of Finance secretary who will distribute the information to the members. Do not send the information directly to the Board of Finance members.

Adopted: May 18, 2016

Revised: January 11, 2023