



BOARD OF SELECTMEN POLICIES

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TOWN OF GROVELAND

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POLICIES

APPOINTMENTS TO BOARDS & COMMITTEES

Policy Approved by BOS on September 6, 2016 with a unanimous vote.

Amended Policy Approved by BOS on October 17, 2016 with a unanimous vote

Amended Policy Approved by BOS on May 30, 2017 with a unanimous vote

At their meeting on September 6, 2016, the Board of Selectmen adopted standard procedures for appointments to non-salaried individual positions and to membership on appointed boards, committees, and commissions. The policy was then amended on October 3, 2016 and May 30, 2017. This policy reads as follows:

1. Eligibility: Only Groveland residents shall be eligible for appointment or for service on appointed boards, committees and commissions.
2. A member may hold the position of Chair for no longer than two consecutive years except for the time served filling the unexpired term of the previous Chair.
3. Attendance: Except for extraordinary circumstances, any person who has failed to attend fifty-one percent (51%) in any six-month time period or three consecutive scheduled meetings of a board, committee, or commission shall be considered to have resigned, and the Selectmen shall appoint a successor to serve the unexpired term. All boards and committees shall list their meeting attendance in their minutes.
4. Term of appointments: As earlier established, all appointments shall typically expire on June 30 of the year of expiration. Vacancies caused by resignation shall be filled immediately if more than three months remain in the unexpired term, and may be filled at the Selectmen's discretion if fewer than three months of the term remain.
5. The Selectmen shall make exceptions to these rules only under extraordinary circumstances.

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APPROVAL AND POSTING OF MINUTES

Policy Approved by BOS on August 11, 2014 with unanimous vote

Minutes are to be presented to the BOS for review at the meeting following the meeting that generated the minutes (subsequent session). A vote on the minutes will not occur until the next regular meeting. This will allow time for the board members to review minutes for accuracy. Once they are added to the agenda to vote on, modifications may be made, and the board can vote to approve the minutes with such modifications at that time.

Once approved, the minutes will be made available for public distribution, upon written request, in accordance with M.G.L. c.66, §10.

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ATTENDANCE AT PUBLIC MEETINGS BY BOARD OF SELECTMEN

Policy Approved by BOS on March 9, 2015 with unanimous vote

- Board members should notify in writing or open declaration at posted board meeting their interest to attend a future meeting. The primary reason to attend is to observe and increase familiarity or knowledge of issues and processes.
- The Chair retains discretion to approve or deny the request. The Chair will also request that meeting is posted if 2 or more members wish to attend and provide guidelines for restricting comment and participation under Open Meeting guidelines.
- Board members attending other meetings should make the disclaimer that they are not there representing the BOS and anything they say is their own opinion and not that of the Board.
- The board members shall report findings that are related to board business at a future meeting; two or more meeting cycles later to ensure that such dissemination of information occurs after the attended board and commission releases approved minutes. The attendance of the board member ultimately is to be placed on a future agenda item for discussion.
- A Selectman cannot request an agenda item be placed on a board or commission meeting unless it is a matter that is deliberated and voted on by the board of selectman and the requested board complies to the request
- A Selectman cannot direct public policy at the meeting and generally is not in standing to present, deliberate or participate in discussion. Exception is generally granted only if the Chair of the attended board or commission seeks an answer or offers the Selectman the opportunity to ask a question.

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BOARD AND COMMITTEE INVITATION TO MEET WITH SELECTMEN

Policy Approved by BOS on August 11, 2014 with unanimous vote

The Board of Selectmen will issue invitations in intervals of 90 days to individual boards and commissions so that in intervals of an estimated every 120 days the chairs and members who wish to attend can meet with the board of selectmen for the following purposes: (Meetings between BOS and each board and commission to occur approximately 3 times a year -or- every 120 days)

1. To participate in a public meeting and the invitee board/ commission provides a "courtesy report" to provide updates of matters pertaining to that board. These reports can be written informally without a standard other than that they must comply with all applicable laws and town by laws for public disclosure and filing.
2. Such meetings are not in lieu of any contractual obligations required by a committee or board to provide formal reports; but are in addition too.
3. Such meetings cannot hold agenda items of a sensitive nature that would be fall under Executive Session rules.
4. The "Courtesy Reports" are to be forwarded to the secretary of the Board of Selectmen no less than 1 week prior to a posted meeting, allowing individual BOS members to read and study the document in advance of posted meeting and subsequent discussion
5. The submitted "Courtesy Reports" are effectively the agenda set by the invitee board and commission which is to be approved by the Chair of BOS as part of the process of approving agenda items for posted meetings.

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BOARD AND COMMITTEE USE OF TOWN COUNSEL

Policy Approved by BOS on August 11, 2014 with unanimous vote

If a board/committee or one of its members has a question(s) for town counsel, they are directed to send the question(s) to the Finance Director via their committee/board chair. The Chair of the Board of Selectmen shall decide if the request warrants inquiry with town counsel and will direct the Finance Director accordingly to make such inquiry when appropriate.

The chair of the board/committee making the request for himself or herself or on behalf of a board/committee member should provide contact information to the Finance Director to facilitate communication with the chair of the BOS and counsel as may be needed.

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DISPOSITION OF SURPLUS GOODS & EQUIPMENT VALUED AT LESS THAN \$10,000

Policy Approved by BOS on November 21, 2016 with a unanimous vote

1. If the surplus goods or equipment has no resale or salvage value, the department shall dispose of such property at the least cost to the town. In the case of electronic or computer equipment the items must be sent to a certified recycling company who will provide proof of data destruction where appropriate.
2. If the surplus property is determined to have resale or salvage value less than \$10,000, and it is determined that no other department has an interest in the property, the respective department head must request the Board of Selectmen authorize the disposition of such surplus goods and equipment, then the goods may be disposed of pursuant to the procedure set forth below in subsection A, B, or C.
 - A. Solicit bids from at least 2 companies that deal in such property, maintaining a written record of the names and addresses of the companies from which a bid was solicited;
 - B. Advertise the surplus property for sale on the town website or on any internet site that offers such property for sale at least 14 calendar days prior to the sale. Any such advertisement shall state the sale date, the date by which a sealed bid shall be submitted to the town, and shall prescribe a format in which a sealed bid shall be submitted (written and delivered to a prescribed address).
 - C. Auction the surplus goods off on Municibid.com. Municibid is an online auction website for government agencies, schools, authorities and utilities to sell their surplus and forfeitures directly to the public. All auctions take place online and are available to bid 24 hours a day.
3. If the surplus property is determined to have resale or salvage value greater than \$10,000, it must first be declared as surplus by the Board of Selectmen, and then may be disposed of in conformance with procedures of Massachusetts General Laws Chapter 30B.

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MEMBERSHIP OF BOARDS AND COMMISSIONS BY SELECTMEN

Policy Approved by BOS on March 9, 2015 with unanimous vote

The board encourages participation of membership as needed in boards and commissions but with adherence to the following guidelines

- A Selectman may request to join a board or commission by providing a written request to the chair. This is followed by an agenda item, discussion, formal nomination by another board member and ultimately a vote of the board to deny or appoint.
- The appointment is aligned with all other appointments and re-appointments (ie. Annual)
- A Selectman cannot Chair a board or commission with voting privileges. If he /she is chair the position must be ad hoc (without voting privileges). If this changes the voting configuration of the board, the board membership number is to be adjusted accordingly
- A Selectman can serve as an alternate member of a board or commission as needed
- A Selectman cannot join 2 boards that have overlapping jurisdictions and related areas of responsibilities

Examples

- Finance Committee and Capital Improvement Committee
- Zoning Board and Planning Board

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RESIDENT/PUBLIC COMMENT

Policy Approved by BOS on February 9, 2015 with unanimous vote
Amended on November 13, 2017 with a vote of 3-2-0

Resident/Public Comment is not a discussion, debate, or dialogue between or among citizens and the Board of Selectmen. Rather, it is intended to offer citizens an opportunity to express their opinion on issues of Town business. While the Board will not typically respond to citizen comments or questions posed at Resident/Public Comment, the Chair, as presiding officer of the meeting, may answer or request an answer to a question if s/he deems it expeditious. Further, should the Chair believe that an issue or question falls outside the purview of the Board of Selectmen, s/he may request that citizens direct it to the appropriate person or body so that the matter is given proper consideration.

The following process will govern the Resident/Public Comment participation at the Board of Selectmen meetings.

Resident/Public Comment

The Board of Selectmen will have a 15-minute Resident/Public Comment section at each meeting, which shall generally follow the opening of the meeting, according to the following guidelines:

M.G.L. c. 30A, § 20 state “no person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.” The Board of Selectmen Chair, as presiding officer, will invite those speakers who follow the procedure specified below.

1. Anyone who wishes to participate in the RESIDENT/PUBLIC COMMENT portion of the Board of Selectmen Meetings must notify the Chair in writing prior to the start of the scheduled meeting, with the specific interest for wishing to speak. The Chair will then approve or re-direct the citizen / presenter.
2. Any person invited to speak must identify him or herself by name and address, prior to addressing the Board.

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3. There will be a time limit of 5 minutes per person, which will be enforced by the Chair of the meeting. If the number of people wishing to speak exceeds 3, the Chair may, at his/her discretion, limit individual comments.
4. The amount of time allocated for the session will be a maximum of 15 minutes.
5. The session will be held at the beginning of each regularly scheduled Board of Selectmen meeting.
6. Topics presented must be relevant to the business of the Board of Selectmen as a whole. Items addressed to individual members will not be allowed.
7. Discussion of individual personnel issues will be strictly prohibited.
8. Negative remarks or disparaging comments directed towards public employees will not be allowed and any such behavior will immediately terminate the discussion.
9. Votes by the Board will not be taken during Public Comment.
10. Responses to concerns will be made at the Chair's discretion.
11. If the Board would like to further discuss the petitioner's issue, a future agenda item may be scheduled.
12. The Chair of the meeting may terminate any individual's privilege of address for inappropriate conduct or statements.

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REMOTE PARTICIPATION POLICY

This policy shall become effective on May 16, 2016

The Board of Selectmen authorizes remote participation for all appointed and elected Town Boards, Committees, and Commissions in accordance with the requirements of Massachusetts Open Meeting Law, M.G.L. c. 30A, §20(d) and 940 CMR 29.00, section 29.10: Remote Participation, in the following manner. The Selectmen emphasize that pursuant to the requirements of the Remote Participation provisions of the Regulations issued by the Attorney General, a quorum of the public body, including the chair, or in the chair's absence the person authorized to chair the meeting, must be physically present at the meeting location, as required by M.G.L. c. 30A, § 20(d); and members of the public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, § 23D. Each board, committee, or commission member is permitted to utilize a maximum of five (5) remote participations per their specific term year.

Reasons for Remote Participation:

- Personal illness
- Personal disability
- Emergency
- Military service
- Geographic distance

Approved Technology for Remote Participation

The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. (Accommodation shall be made for any public body member who requires TTY service, video relay service, or other forms of adaptive telecommunications).

- Telephone, internet, or satellite enabled audio or video conference.
- Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.
 - When video technology is in use, the remote participation shall be clearly visible to all persons present in the meeting location.
 - The Chair, or in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend

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discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

The public body using remote participation may determine which of the foregoing acceptable methods will be used by its members.

Procedure for Utilizing Remote Participation:

- Step 1:** Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair, or in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.
- Step 2:** At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 20.10(5) for his or her remote participation. The chair's statement does not need to contain any detail about the reason for the member's remote participation. This information shall also be recorded in the minutes.
- Step 3:** All votes taken during any meeting in which a member participates remotely shall be by roll call vote.
- Step 4:** A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless the presence of that person is approved by a simple majority vote of the public body.
- Step 5:** When feasible, the chair or, in the chair's absence the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, § 22.

The Board of Selectmen reserves the right to revoke Town Board remote participation at any time under 940 CMR 20.10(13). This policy shall be reviewed within one year of implementation.

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VISITORS- CODE OF CONDUCT

Adopted by the Board of Selectmen on April 21, 2015

The Town of Groveland strives to provide a workplace that is conducive to personal safety and security and is free from intimidation, threats or violent acts. The Town maintains a zero tolerance policy toward workplace violence, including the threat of violence by the general public and/or anyone who conducts business with the Town.

The Town will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual's performance or that creates an intimidating, hostile or offensive work environment.

Following this Code of Conduct is required by all people doing business with Town employees. Violators who do not comply with this policy may be asked to leave the premises.

Expected Conduct

- AVOID CAUSING DISTURBANCES OR DISRUPTIONS
- SHOW RESPECT FOR OTHERS, BUILDING FACILITIES AND PERSONAL PROPERTY OF OTHERS
- USE COMMON COURTESY WHEN INTERACTING WITH OTHERS
- DO NOT ENGAGE IN ANY LEWD OR OFFENSIVE BEHAVIOR
- ANY FORM OF VIOLENCE IS PROHIBITED
- SMOKING, DRINKING ALCOHOL OR APPEARING TO BE UNDER THE INFLUENCE OF ANY ILLEGAL SUBSTANCE IS PROHIBITED

Repeated violations may result in permanent suspension of facility privileges