

ORC Communications Policy

Adopted May XX, 2014

Notice of Meetings- Notice of all meetings and agendas shall be posted prior to the meeting. Posting shall be made at the Town Office and the Town website. Additional posting of meeting notices is encouraged.

Supporting documents- Supporting information to be reviewed at ORC meetings will be posted to the Town website when possible. Meeting materials for citizens will be available provided advanced request and copying fees. A copy of all final ORC recommended materials will be available for public viewing at the Town Office during regular office hours.

Public hearings- All public hearings shall be posted as required by law. Notice to individual property owners will be provided, as costs permit, for all proposed zoning changes. Notices shall be addressed to the most current records available to the Town.

Public notification- All ORC recommended final documents shall be presented to the Board of Selectmen at a regularly scheduled meeting or workshop. Constituent groups shall be identified by the ORC and invited to all workshops. Groups shall also be directed toward where they can review a copy of the proposed ordinance being discussed. Notice of all workshops shall be published in advance of the meeting and posted on the town website and other media outlets available to the Town. The purpose of all workshops are to present recommended drafts and receive necessary feedback to be included in the final documents to be presented for consideration of adoption.

Email communications- Any citizen interested in receiving copies of the ORC agenda and materials may request to be added to the email distribution list.