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## **Town Of Limerick**

**55 Washington Street**  
**Limerick, ME 04048**

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### **1. Purpose of Select Board Agenda Policy**

The purpose of this policy is to establish clear procedural guidelines for creating the agenda for the weekly Select Board meeting. This includes setting deadlines for receiving input and ensuring that agenda preparation remains consistent, organized, and transparent.

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### **2. Policy Overview**

The Select Board Chair is responsible for monitoring and maintaining the contents of the Select Board agenda for the Monday night meetings. The Chair may delegate preparation duties at their discretion; however, ultimate responsibility for the agenda content remains with the Chair.

#### **2.1 Citizen Input**

Suggestions from citizens wishing to include a topic on the agenda must be received by the Wednesday preceding the Select Board meeting. This allows adequate time to research, review, and prepare information on proposed topics.

#### **2.2 Department and Committee Requests**

Requests from department heads or committees to make presentations may be received up until the Select Board meeting time.

#### **2.3 Select Board Requests**

Select Board members may request a topic for inclusion on the agenda up until meeting time.

#### **2.4 Late or Time-Sensitive Items**

In the event of an unexpected issue or time-sensitive topic, the Select Board Chair, Vice Chair, or delegate may add an item to the agenda at any time.

#### **2.5 Distribution of Agenda**

The finalized agenda will be forwarded to Select Board members for review prior to the weekly meeting. A draft version will be sent to the website administrator by **Friday at noon** to be posted on the Town of Limerick website.

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### **3. Purpose and Transparency**

By implementing this policy, the Select Board aims to:


- Promote transparency in local government.
  - Ensure adequate preparation for agenda items.
  - Provide the community with timely, relevant, and accurate information.
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#### 4. Standard Meeting Agenda Outline

1. Call to Order
  - o Executive Session (if applicable)
2. Pledge of Allegiance
3. Approval of Warrants
4. Approval of Previous Meeting Minutes
5. Read Announcements
6. Department / Committee Reports
7. Hearing of Citizens
8. Old Business
9. New Business
10. Appointments & Resignations
11. Discussion of Agenda Items – Public
12. Correspondence
13. Adjournment

**Limerick Select Board**

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Date: 11/17/2025