



Town of New Durham New Hampshire

Incorporated in 1762

MEMORANDUM

October 26, 1994

To: Department Heads
Town Officials & Boards

Re: Selectmen Meeting Agenda Items

The following policy is effective immediately.

Agenda Action Item Procedure

Any items or concerns intended to be presented to the Board for immediate action must be placed on the meeting agenda by Friday - noon. All background material for consideration shall be submitted to the Town Administrator no later than this deadline. When possible 4 full copies should be submitted. The Board will waive this policy at their discretion in an emergency situation.

Your cooperation in this matter is appreciated.

NEW DURHAM BOARD OF SELECTMEN

Joanne W. Heger

Joanne Heger, Chairman

Frederic W. March

Frederic March

Dean Stimpson

Dean Stimpson