

**Town of Westfield**  
**Selectboard Policy for Receipt of Correspondence**

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All correspondence received for the Westfield Selectboard between regular monthly meetings will be handled according to this policy.

1. Correspondence must be received by the Wednesday preceding the Monday Selectboard meeting to be reviewed at that month's meeting. Late submissions will be held for review until the next regular monthly meeting, unless they require an urgent response.
2. The Selectboard will use their discretion to determine if an urgent response is required to any correspondence received. The Selectboard Clerk will then be notified what needs to be communicated to the sender of the correspondence.
3. Upon receipt of correspondence by the Town Office, a letter or email will be sent to the sender to acknowledge receipt of the correspondence along with an explanation of the Selectboards policy for reviewing the concern. The correspondence will then be emailed to the Selectboard for their review. If they decide a more detailed response is not urgent, then the correspondence will be discussed at the next regular monthly meeting, depending on when the correspondence was received. If they deem the correspondence to be urgent, they will either respond as a group or designate one Selectboard member or the Selectboard Clerk to respond.
4. All correspondence that relates to routine matters of town operations will receive a response from the Town Clerk's office.
5. Correspondence sent to the Selectboard and discussed at a Selectboard meeting will fall into one of three categories:
  - a. Information needing no response;
  - b. Information needing a delegated response; or,
  - c. Information which should be incorporated into an existing agenda item or a future agenda item or action.

In cases 5b and 5c, the sender of the correspondence will be encouraged to attend the Selectboard meeting, in person or via Zoom/phone, when their concern will be discussed.

The Selectboard notes that full responses to correspondence are not always immediately possible, especially when the issue would benefit from more information, allowing the Selectboard to make the best decision for the Town; however, in these situations they will let the sender of the correspondence know that they need more time.

Adopted at the 8/18/25, 2025 meeting of the Westfield Selectboard.

Jacques Couture  
Jacques Couture, Chair

Richard Degre  
Richard Degre, Vice Chair

Dennis Vincent  
Dennis Vincent, Chair

Attest: LaDonna Dunn  
LaDonna Dunn, Town Clerk  
Date: 8/18/25