

**TOWN OF HAVERHILL
BOARDS, COMMISSIONS, AND COMMITTEES
COMMUNICATION POLICY**

For the purposes of applying the provisions of RSA 91-A, all Town board, commission, or committee members should comply with the provisions of RSA 91-A when communicating with each other about any Town business via email, texting from a mobile devices, and/or in person.

It does not matter if the members are using their personal computers and/or email accounts. Communicating amongst a quorum of a board, commission, or committee via any form of communication is prohibited unless the notice and public meeting provisions of RSA 91-A have been strictly followed or a statutory exception is clearly applicable.

The use of phone-trees to conduct business violates the spirit and intent of RSA 91-A and likewise, email communications or texting from one member to another that are then forwarded or passed on to other members until a quorum is reached also violates the spirit and intent of RSA 91-A and thus should be avoided.


As a matter of practice, communications can be sent via email or text message to board, commission, or committee members for the purpose of sending out agendas, draft minutes, materials, and other information needed in advance of meetings and/or to establish meeting dates. In those cases, these emails or text messages shall be sent by the staff member to the staff member (themselves) with a "BCC" (blind copy) to the members in a group email. This will result in all members receiving the same information at the same time. This practice will ensure that if a board member accidentally selects/hits "reply to all", the reply will only go back to the original sender (staff member), thus eliminating the chance of an illegal email chain which is prohibited per RSA 91-A:2,1.

Any and all substantive questions about the subject matter of a meeting, or items on the agenda or materials sent, should be directed to the individual staff and not forwarded to any other member of the board, commission, or committee.

Legal questions can be treated differently under applicable exceptions to RSA 91-A; any correspondence with the Town's attorneys may be shared with all Select Board Members by the Town Manager on behalf of the Town's attorney.

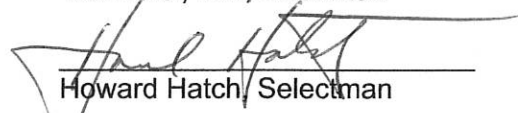
HAVERHILL BOARD OF SELECTMEN


Darwin Clogston, Chair


Matthew Bjelobrk, Selectman


Fred Garafolo, Selectman


Tom Friel, Vice-Chairman


Howard Hatch, Selectman