



Town of Eastford Meeting Procedure Fact Sheet

For additional information contact:

Eastford Town Clerk: townclerk@townofeastford.com

Selectmen's Office: selectmen@townofeastford.com

Scheduling Meetings

- A schedule of regular meetings should be filed with the Town Clerk by **January 31st** each year.
- Contact the Selectmen's Secretary with the meeting schedule to reserve the lower level of the Town Office Building for meetings. *The space is reserved on a first come, first served basis.*
**Schedules should include dates, times, and preferred meeting locations. The Selectmen's Secretary will reach out about any scheduling conflicts, and to confirm meeting location reservations.*
- Should a regular meeting date need to be moved after filing, the meeting must be canceled, and a special meeting may be held instead.
**Additions to the agenda are not permitted during special meetings. Only topics listed on the agenda, as posted, may be discussed.*

Agendas

- Agendas must be posted at the TOB and on the Town's website at least 24 hours in advance of all Regular and Special Meetings.
- Agendas should be sent to the Town Clerk and Selectmen's Secretary for posting.
**Due to the Town Office's hours, agendas must be received no later than Wednesdays by 3:30pm. We cannot guarantee that agendas submitted after that time will be posted within the required 24-hour timeframe.*
- Changes cannot be made to an agenda less than 24 hours in advance of a meeting

Minutes

- Minutes should include start and end times, and who was present. All motions made and votes taken must be recorded verbatim.
- Minutes must be posted within 48 hours of the meeting date/time when a vote is taken. At minimum, a record of votes must be made available within 48 hours of the meeting taking place if the minutes are not available within that time.
- Minutes of regular and special meetings must be available (posted on the website) within 7 days of the meeting taking place.
- Minutes should be filed with the Town Clerk and sent to the Selectmen's Secretary to be posted on the website. *(Must be received by Wednesdays at 3:30pm to ensure timely posting)*