



# POLICY AND PROCEDURE MEMO

NO. 1.019

DATE: 2/17/2023

SUBJECT:

ANNOUNCEMENTS, POSTINGS & AGENDA  
BILLS

DocuSigned by:

Blaine Cox

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CITY MANAGER

## I. STATEMENT:

This policy is intended to provide City personnel with guidance regarding announcements, postings, agenda bills and others information for public dissemination related to the meetings and other work of City boards, commissions and committees. The City seeks to fully meet requirements of open government (in accordance with RSA 91-A) as well as the desire of the City Council for the City to operate in the most transparent manner as practicable. To these ends, please familiarize yourself with the City's Administrative Procedure regarding the Right to Know statute and follow the steps below.

## II. PROCEDURE

1. **Meeting Packet Material:** The package of materials for meetings of the Council and Council subcommittees will be completed and posted on the City's website no less than 5 calendar days prior to the specified meeting date.
2. **Meeting Agendas:** The public postings notifying the public of meetings of the Council, Council subcommittees as well as other boards and commissions will be posted in at least two separate public locations, one of which shall be on the City's website (RSA 91-A:2 II) and the other shall be the exterior bulletin board at City Hall (Shaw Park). A "public location" is defined as a location accessible to the general public at all hours.
  - 2.1 **City Hall Bulletin Board:** Post the full Meeting Agenda, font size should be at least 14. To avoid curling the sides use a tack on each corner of the paper.
  - 2.2 **Posting on the City's website:** Post the full meeting Agenda.
  - 2.3 **The public postings notifying the public of meetings of the Council, Council subcommittees as well as other boards and commissions will contain the following specifics regarding said meeting:**
    - 2.3.1 **Date**
    - 2.3.2 **Time**
    - 2.3.3 **Location**
    - 2.3.4 **Tentative Agenda**
    - 2.3.5 **Applicable Statutory Citations of any Non-Public Sessions**



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3. **Public Hearing Advertisements:** Statutorily required Public Hearings will be posted according to the requirements of relevant state statutes, including newspaper Public Notices. Public Hearing Notices are to be drafted in a manner that clearly states the purpose of said Public Hearing.
4. **Meeting Minutes:** Meeting Minutes will be made available within 5 (five) working days (RSA 91-A:2 II) and posted to the City website within 7 working days. Any minutes posted in draft form will be clearly marked as DRAFT, both on the draft minutes as well as in the title of the web posting hyperlink to the draft minutes.
  - 4.1 **Public Input:** It is recognized that all meetings of public bodies such as the City Council, Council subcommittees as well as other public boards and commissions are “meetings held in public” and not “public meetings.” Therefore, an agenda item allowing “public input” will be at the discretion of the committee chair.
  - 4.2 **Cancelled Meetings:** Any City Council, Council subcommittee or other board and commission meetings that are posted and subsequently cancelled will be posted as cancelled on the City’s website:  
Under the Agendas section of the website:
    - 4.2.1 **BEFORE** the date & time of the meeting (Example: Appointments Review Committee – CANCELLED December 3, 2021 6:00 PM)
    - 4.2.2 **Under the Meeting Minutes section of the website AFTER** the date & time of the meeting (Example: Appointments Review Committee – CANCELLED December 3, 2021, 6:00 PM)
5. **Agenda Bill (specific to City Council) –** As stated above, the City seeks to fully meet the requirements of open government (in accordance with RSA 91-A). Just as important is the need to inform the public in advance on the issues to be discussed and acted upon by the City Council and City Council subcommittees. To meet these goals:



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- 5.1 All agenda items will have an accompanying and properly filled out Agenda Bill form (copy attached)
- 5.2 All Agenda Bills will be submitted in time for inclusion in the pertinent meeting materials packet
- 5.3 Agenda Bills are not required for items coming to the City Council from a sub-committee provided the relevant subcommittee meeting minutes are included as back up
- 6. Non-Public Session Transmittal Form (specific to City Council) - The City Council has also requested information to be presented for their familiarization and consideration in advance of Non-Public Meetings. To meet this request:
  - 6.1 All Non-Public Meeting items will have an accompanying and properly filled out Non-Public Session Transmittal Form (copy attached)
  - 6.2 All Non-Public Transmittal Forms will be provided to the City Council and sub-committee members at least 5 calendar days prior to the pertinent meeting



## City of Rochester Formal Council Meeting

### AGENDA BILL

2/17/2023

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AGENDA SUBJECT

 COUNCIL ACTION ITEM ☐  
 INFORMATION ONLY ☐

 FUNDING REQUIRED? YES ☐ NO ☐  
 \* IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES ☐ NO ☐FUNDING RESOLUTION FORM? YES ☐ NO ☐

AGENDA DATE			
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

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<b>SUMMARY STATEMENT</b>
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<b>RECOMMENDED ACTION</b>
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# City of Rochester

OFFICE OF THE CITY MANAGER  
31 WAKEFIELD STREET  
ROCHESTER NH 03867

2/17/2023

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Blaine Cox

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## LETTER OF TRANSMITTAL

### CONFIDENTIAL for NON-PUBLIC MEETING<sup>1</sup>

TO: Mayor & City Council

FROM:

DATE:

NUMBER of PAGES: (including this cover page)

I am sending you:   X   Attached        Under Separate Cover

The following items:

- 1.
- 2.
- 3.

#### PURPOSE OF TRANSMITTAL:

During the Tuesday, MONTH DAY, 2022, Non-Public Session you will be requested to consider the following:

**Motion to ( ):**

**Sense of Council on ( ):**

This is being presented to you for the following reasons –

- 1.
- 2.
- 3.

#### SUPPLEMENTAL INFORMATION TO INFORM YOUR DISCUSSION:

- A.
- B.
- C.
- D.
- E.

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<sup>1</sup> Ref. RSA 91-A:3, II and III; RSA 91-A:5, IV