



TOWN OF CANTON  
FOUR MARKET STREET  
P.O. BOX 168  
COLLINSVILLE, CONNECTICUT 06022-0168

## OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

### BOARD OF SELECTMEN SUBMISSION GUIDLINES

The following guidelines regulate the submission of materials and the request for agenda items for Board of Selectmen meetings. The purpose of the policy is to set guidelines so that accurate and complete information can be submitted to the Board of Selectmen in a timely fashion. It is important that complete information be submitted prior to the deadlines so that town staff has sufficient time to organize the information and include it in the Board of Selectmen package.

#### Board of Selectmen Agendas

The Board of Selectmen regular meetings are scheduled on the second and fourth Wednesday of every month. The meetings occur at 7:00pm in Room F at the Community Center. **In order for items to be placed on the Board of Selectmen agenda all documents along with memo or a submittal form must be submitted to the CAO's office by 2:00pm on Thursday prior to the Board's next scheduled meeting.** The documents must be in final form. The documents must be emailed in electronic form and sent to CAO Clerk Kerri Kazlauskas with a copy to CAO Robert Skinner and CAO Executive Assistant Claudia Nardi.

**Accompanying the documents must be either a detailed memo or a completed copy of the attached Submittal Form.** If a memo is to be utilized in lieu of the submittal form it must include the information requested in the submittal form. Both the memo and/or submittal form will be included with the package that is submitted to the Board.

The First Selectmen, with input from the Board of Selectmen, have sole discretion as to the agenda items discussed at Board of Selectmen meetings. Therefore, timely submission of requests does not guarantee that topics will automatically appear on Board of Selectmen Agenda.

#### Monthly CAO Report

The monthly CAO Report is an important component of the Board of Selectmen package. It is provided at the Board's second meeting of the month and covers important activities that occurred during the previous month. Each Department's report should not be a log of daily activities but instead a summary of the important matters that occurred during the month along with the items that the Selectmen should know, including cumulative statistics (building fees, tax collection, etc.) All Departments must submit a report.

The Departments submission for the monthly CAO Report must be received by the third Monday of each month and will cover the activities of the prior month. The report must be sent in electronic form to CAO Clerk Kerri Kazlauskas with a copy to CAO Robert Skinner and CAO Executive Assistant Claudia Nardi.

Phone (860) 693-7837 Fax: (860) 693-7840  
rskinner@townofcantonct.org  
www.townofcantonct.org