

Town of Acton, Maine

Warrant and Finance Request for Internal Information Policy

- 1) Any member of the Warrant and Finance may make a request for information of any Department in Town to the Chair of the Warrant and Finance Committee. The Selectmen have waived the need for the Warrant and Finance Committee to vote on said request.
- 2) The Chair of the Warrant and Finance Committee shall then contact the Town Administrator and share the request of his or her fellow Committee Member.
- 3) The Town Administrator will immediately begin working on the request and does not need to wait for Selectmen approval.
- 4) Once the information is gathered, the Town Administrator will email all information requested to the entire Warrant and Finance Committee, Board of Selectmen and any Department Head that the information pertains to.

If a Warrant and Finance Committee member prefers to have a hard copy of the information, he or she can make a blanket request, at the beginning of their term to the Town Administrator to have their documents mailed to them at home.

The Board of Selectmen encourages communications between the Warrant and Finance, their liaisons, and the various Department Heads and Committee Chairs within the Town. This policy is intended to ensure all information or documents requested from any Town Department or Committee are distributed to all members of the Warrant and Finance; it is not intended to prohibit communications. In an effort to maintain transparency and abide by the freedom of information laws, meetings with Department Heads or Committee Chairs shall be held at a properly posted meeting, where all members of the Warrant and Finance are afforded the right to attend.

Adopted: 03/10/2021



Kimberly Stacey-Horn - Chairman



Edward Walsh



David Winchell Jr.