



TOWN OF WAREHAM

54 Marion Road
Wareham, Massachusetts 02571

No. 88-11

POLICY STATEMENT

CORRESPONDENCE

The need exists to streamline correspondence handling procedures to eliminate unnecessary duplicating, collating and paper handling costs.

Therefore, it shall be the policy of the Board of Selectmen that the Town Administrator and the Administrative Assistant to the Board of Selectmen will screen all mailings addressed to the Board of Selectmen. Routine matters which can be handled administratively, will be taken care of on an ongoing basis. Correspondence deemed to be of significant importance will be distributed to all Selectmen with their weekly agenda packets. In addition, a weekly correspondence list will be typed and provided to all Selectmen with their weekly agenda packets. The week's correspondence will be kept in a master file by the Administrative Assistant to the Board of Selectmen should an individual Selectmen wish to review it.

Where appropriate the Board of Selectmen should adopt electronic solutions to minimize paper correspondence. The Board of Selectmen shall promote the digitizing of records and use of tablets in order to minimize and streamline communication.

This policy shall take effect immediately.

WAREHAM BOARD OF SELECTMEN

Amended: December 17, 2013

Peter W. Teitelbaum, Chairman

Alan H. Slavin, Clerk

Stephen M. Holmes

Patrick G. Tropeano

Judith Whiteside