

**COUNCIL CORRESPONDENCE POLICY**  
**APPROVED ON AUGUST 18, 1999**

Correspondence received in the Clerk's office for individual Councillors is opened by the Town Clerk or the Clerk's designee. The Town Clerk will notify individual Councillors as soon as is practical when correspondence is received. Thereafter, copies of all such correspondence will be included in each Councillor's packet and provided to the Town Manager. Each Councillor will provide the clerk with their preference regarding where such notification will be made. (When the originator has copied all Councillors, the Clerk will simply note this information on the correspondence unless the originator has done so.)

When material is marked Confidential, the Councillor addressed will be notified personally and will have an opportunity to review the material prior to general distribution to the Council. This would not preclude the Town Clerk and Town Manager to determine what, if any, further distribution should be made of the correspondence.

Correspondence received or produced by individual Councillors will be provided to the Town Clerk as soon as practical by the individual Councillor. The material will be distributed to the full Council by inserting in their individual mail folders. The Town Manager will be provided copies by the Clerk. Any mail not personally picked up by individual Councillors will be included in the Councillor's packet for distribution.

This procedure does not apply to commercial mail, such as solicitations, brochures, etc.