OFFICE OF THE TOWN COUNCIL  
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To: Council Members  
From: Julie A. Blanchard, Chairperson  
Date: February 8, 2006

RE: INTERACTION WITH TOWN STAFF

Many of us are new to the Council and are feeling our way on our role and responsibilities. I thought it would be helpful to discuss the issue of interaction with Town staff. While as a Council member you have not surrendered any of your rights to talk with Town employees, it is important to discuss the issue of protocol and chain of command.

As a Council, our staff is the Office of the Town Manager. It is best if we funnel information requests through John or Connie. The Town staff work under the direction of the Town Manager. If you go directly to an employee, they may not be the best person to respond to your request.

The Manager’s office is in the best position to make sure your request is thoroughly understood and to ask the right agencies to respond. Often one department may not have the whole picture, or may try to gather information manually which is available through other means. It also assures that all Council members will get the same information presented in the same manner to assist in decision making.

Thank you for your compliance.