

Hartland Selectboard

Procedure for reviewing correspondence for

Merritt Campbell Funds assistance

When a resident submits documentation requesting financial assistance from the Merritt Campbell Funds and the request contains intimate details of a person's life, including information that might subject the person to embarrassment, harassment, disgrace, or loss of employment or friends*, a Selectboard Member may make a motion that a document or a portion thereof is exempt from public inspection pursuant to 1 V.S.A. § 317(C)(7):

(7) Personal documents relating to an individual, including information in any files maintained to hire, evaluate, promote, or discipline any employee of a public agency; information in any files relating to personal finances; medical or psychological facts concerning any individual or corporation; provided, however, that all information in personnel files of an individual employee of any public agency shall be made available to that individual employee or his or her designated representative.

If the previous motion passes, a Selectboard Member may make a motion that the document or portion thereof be discussed in Executive Session pursuant to 1 V.S.A. § 313(a)(6):

A public body may not hold an executive session except to consider one or more of the following:

(6) records exempt from the access to public records provisions of section 316 of this title; provided, however, that discussion of the exempt record shall not itself permit an extension of the executive session to the general subject to which the record pertains.

If the motion passes, the Selectboard may discuss the document or a portion thereof in Executive Session and no other matter may be considered. No formal or binding action shall be taken in Executive Session. When the Selectboard returns to Open Meeting, the Selectboard may continue discussion on the matter, or a Selectboard Member may make a motion to approve or deny the request.

Adopted: (date)

*Trombley v. Bellows Falls Union High School District No 27, 160 Vt. 101 (1993)