

Town of Sunderland
Agricultural Commission
Farmer/Neighbor Complaint Resolution Protocol

1. The Town Clerk or Selectmen's secretary will accept the complaint in a written form. Complainant will give his/her name, phone number, and a brief description of the complaint.
2. Town Clerk or Selectmen's secretary will contact the Chairman of the Agricultural Commission in two (2) business days or less.
3. Chairman of the Agricultural Commission will contact the complainant in five (5) business days or less.
4. Chairman of the Agricultural Commission will designate a representative of the Commission to contact the complainant. The designate will contact the complainant in five (5) business days or less.
5. The designate will meet the complainant to view the area or situation, if necessary. The designate may also contact other interested parties as needed. This meeting and/or viewing will take place in five (5) business days or less.
6. The designate will fill out the complaint form in five (5) business days or less. The written complaint shall be attached to the Conflict Resolution Form.
7. The designate will discuss the complaint at the next regular scheduled Agricultural Commission meeting. A special meeting will be convened, if necessary.
8. The Commission will propose a resolution. The designate shall bring the proposed resolution to both parties for their review in five (5) business days or less from the aforementioned meeting.
9. If the resolution accepted by all parties:
 - a. The Commission will draft a formal resolution for all parties to review including all documentation.
 - b. All parties, including the Chairman of the Commission, will sign the resolution.
 - c. The Commission shall submit the resolution to the Town Clerk and other officials, Boards, or commissions deemed appropriate by the Commission.
10. If the resolution is not accepted by all parties:
 - a. In five (5) business days or less, the Commission will submit a written recommendation, including all documentation, to an official, Board, or Commission of the Town as deemed appropriate by the Commission.
 - b. If the official, Board, or Commission designated by the Commission cannot determine a resolution to the issue that satisfies all parties within twenty (20) days, the Select Board shall resolve the matter.