

Board of Selectmen Liaison Assignments

Committee/Board	Liaison Assignment	Occurrence	Time
Agricultural Commission		As needed	
Bicycle/Pedestrian Advisory Committee		3 rd Thurs	7:00 pm
Board of Assessors/Tax Policy		Most Thurs as needed	7:00 pm
Board of Appeals		1 st Thurs	7:00 pm
Board of Health		1 st Mon	6:00 pm
Capital Planning		Every Fri, Dec-Jan	7:00 am
Celebrations/Parade		As needed	
Cemetery Commission		1 st Thurs	3:00 pm
Chelmsford Public Schools		2 nd & 4 th Tues	7:00 pm
Chelmsford Telemedia		As needed	
Commission on Disabilities		3 rd Tues	7:00 pm
Conservation Commission		1 st & 3 rd Tues	7:00 pm
Council on Aging		2 nd Wed	9:00 am
Economic Development Committee		2 nd & 4 th Tues	7:00 pm
Energy Conservation Committee		2 nd & 4 th Tues	7:00 pm
Finance Committee		Jan-April every Thurs	7:30 pm
Historical Commission		2 nd Tues	7:30 pm
Historic District Commission		1 st Mon	7:00pm
Housing Authority		1 st Mon	5:00 pm
Insurance Advisory		As needed	
<u>Legislative:</u> Sen. Barrett Rep. Arciero Rep. Golden Rep. Gouveia Rep. Nangle			
Library Trustees		2 nd Wed	7:00 pm
Nashoba Valley Technical High School		2 nd Tues	7:30 pm
Permanent Building Committee		1 st & 3 rd Tues	6:30 pm
Personnel Board		As needed	
Planning Board		2 nd & 4 th Wed	7:00 pm
Recycling Committee		1st Thurs	7:00 pm
Roberts Field Committee		As needed	
Tree Committee		2 nd Tues	7:00 pm
Vinal Square Strategic Action Plan Committee		1 st Mon	7:00 pm
<u>Water Districts:</u> North – 64 Washington St Center – 20 Watershed Ln East – 75 Canal St.		North – 1 st Mon Center – 2 nd Wed East – 4 th Wed	7:00 pm 4:00 pm 9:00 am

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Committee/Board	Voting Member Assignment	Occurrence	Time
Community Preservation		3 rd Wed	7:00 pm
Housing Advisory Board		One Tues/month	2:00 pm
LRTA		4 th Thurs	7:00 pm
Master Plan Update Committee		2 nd & 4 th Tues	7:00 pm
NMCOG (chosen by BOS vote)		3 rd Wed	7:00 pm

Liaisons

Assignments. Liaison assignments are generally made by the Chairman of the Board as soon as practical after the annual town election but preferable before Town Meeting. Each committee/board shall be notified as to their Board liaison by the Board of Selectmen.

It is requested that each committee/board which has been assigned a selectman as a liaison include the Board of Selectmen liaison in the distribution of all general meeting correspondence (meeting agendas, minutes, etc.). This will make for a more effective liaison assignment. Each committee/board which has an assigned liaison should use that person as the first point of contact to the Board of Selectmen.

Temporary assignments. The Chairman shall appoint a liaison to each ad hoc committee created by the Board. The Chairman may also make temporary liaison assignments to other committees, boards, or groups if so requested, or if a majority of the current Board of Selectmen votes to make such an assignment.

Expectations. Each Board member will maintain some level of communication with each committee/board to which he/she is assigned. Attendance at every meeting is not required. However, regular updates to the full Board are expected. It is especially important to keep Board colleagues informed of critical issues. Liaisons are encouraged to invite committee/board members to report to the full Board as deemed necessary.

It is not the responsibility of the liaison to report Board of Selectmen activities to assigned committees/boards.

Participation. The Board of Selectmen liaison is not considered a member of each assigned committee/board. He/she should not actively participate in meetings unless invited to do so or as needed to provide or obtain information and feedback.