

Board of Selectmen Liaison Assignments

Committee/Board	Assignment	Occurrence	Time
Agricultural Commission	Ken Lefebvre	As needed	
Bicycle/Pedestrian Advisory Committee	Pat Wojtas	3 rd Thurs	7:00 pm
Board of Assessors/Tax Policy	Glenn Diggs	1 st Thurs	7:00 pm
Board of Appeals	Ken Lefebvre	1 st Thurs	7:00 pm
Board of Health	Emily Antul	1 st Mon	6:00 pm
Capital Planning	Glenn Diggs	Every Fri, Dec-Jan	7:00 am
Celebrations/Parade	Pat Wojtas	As needed	
Cemetery Commission	Ken Lefebvre	1 st Thurs	3:00 pm
Chelmsford Public Schools	Glenn Diggs / Emily Antul	2 nd & 4 th Tues	7:00 pm
Chelmsford Telemedia	George Dixon	As needed	
Commission on Disabilities	George Dixon	3 rd Tues	7:00 pm
Community Preservation	Emily Antul	3rd Wed	7:00 pm
Conservation Commission	Glenn Diggs	1 st & 3 rd Tues	7:00 pm
Council on Aging	George Dixon	2 nd Wed	9:00 am
Economic Development Committee	Ken Lefebvre	2 nd & 4 th Tues	7:00 pm
Energy Conservation Committee	Pat Wojtas	2 nd & 4 th Tues	7:00 pm
Finance Committee	Glenn Diggs	Jan-April every Thurs	7:30 pm
Historical Commission	Ken Lefebvre	2 nd Tues	7:30 pm
Historic District Commission	Ken Lefebvre	1 st Mon	7:00pm
Housing Advisory Board	George Dixon		
Housing Authority	Pat Wojtas	1 st Mon	5:00 pm
Insurance Advisory	Ken Lefebvre	as needed	
Legislative: Sen. Barrett Rep. Arciero Rep. Atkins Rep. Golden Rep. Nangle	George Dixon Pat Wojtas Emily Antul Ken Lefebvre Glenn Diggs		
Library Trustees	Pat Wojtas	2 nd Wed	7:00 pm
LRTA	George Dixon	4th Thurs	7:00 pm
Nashoba Valley Technical High School	Pat Wojtas	2 nd Tues	7:30 pm
NMCOG	Pat Wojtas	3rd Wed	7:00 pm
Permanent Building Committee	Emily Antul	1 st & 3 rd Tues	6:30 pm
Personnel Board	Pat Wojtas	as needed	
Planning Board	Ken Lefebvre	2 nd & 4 th Wed	7:00 pm

Updated June 28, 2018

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Committee/Board	Assignment	Occurrence	Time
Recycling Committee	Emily Antul	1st Thurs	7:00 pm
Roberts Field Committee	Emily Antul	As needed	
Tree Committee	Ken Lefebvre	2 nd Tues	7:00 pm
Water Districts North – 64 Washington St Center – 20 Watershed Lane East – 75 Canal St.	George Dixon Pat Wojtas George Dixon	North – 1 st Mon Center – 2 nd Wed East – 4 th Wed	7:00 pm 4:00 pm 9:00 am

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.