

Select Board Liaison Assignments
2021-2022
(Updated Feb. 2022)

Committee/Board	Liaison Assignment	Occurrence	Time
Age Friendly Implementation Committee	Virginia Crocker Timmins	Last Wed	9:00am
Agricultural Commission	Mark Carota	As needed	
Bicycle/Pedestrian Advisory Committee	Pat Wojtas	3 rd Thurs	7:00 pm
Board of Assessors/Tax Policy	Virginia Crocker Timmins	Most Thurs as needed	7:00 pm
Board of Appeals	Ken Lefebvre	1 st Thurs	7:00 pm
Board of Health	Virginia Crocker Timmins	1 st Mon	6:00 pm
Capital Planning	Virginia Crocker Timmins	Every Fri, Dec-Jan	7:00 am
Celebrations/Parade	Pat Wojtas	As needed	
Cemetery Commission	Ken Lefebvre	1 st Thurs	3:00 pm
Center Village Master Plan Implementation	Mark Carota	1 st Thurs	7:00 pm
Chelmsford Public Schools	Virginia Crocker Timmins / Mark Carota	1 st & 3 rd Tues	6:00 pm
Chelmsford Telemedia	George Dixon	As needed	
Clean Energy and Sustainability Committee	Pat Wojtas	TBD	7:00 pm
Commission on Disabilities	Ken Lefebvre	3 rd Tues	7:00 pm
Conservation Commission	Virginia Crocker Timmins	1 st & 3 rd Tues	7:00 pm
Council on Aging	George Dixon	2 nd Wed	9:00 am
Diversity, Equity, and Inclusion Committee	Pat Wojtas	1 st Wed	7:00 pm
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	Virginia Crocker Timmins	Jan - April every Thurs	7:30 pm
Historical Commission	Ken Lefebvre	2 nd Tues	7:30 pm
Historic District Commission	Mark Carota	1 st Mon	7:00pm
Housing Authority	Pat Wojtas	1 st Mon	5:00 pm
Insurance Advisory	Ken Lefebvre	As needed	
<u>Legislative:</u> Sen. Barrett Rep. Arciero Rep. Golden Rep. Gouveia Rep. Howard	George Dixon Pat Wojtas Virginia Crocker Timmins Mark Carota Kenneth Lefebvre		
Library Trustees	Pat Wojtas	2 nd Wed	7:00 pm
Nashoba Valley Technical High School	Pat Wojtas	2 nd Tues	7:30 pm
Permanent Building Committee	Mark Carota	1 st & 3 rd Tues	6:30 pm
Personnel Board	Pat Wojtas	As needed	

Planning Board	Virginia Crocker Timmins	2 nd & 4 th Wed	7:00 pm
Recycling Committee	Mark Carota	1st Thurs	7:00 pm
Roberts Field Committee	Mark Carota	As needed	
Tree Committee	Ken Lefebvre	2 nd Tues	7:00 pm
Vinal Square Strategic Action Plan Committee	Virginia Crocker Timmins	1 st Mon	7:00 pm
<u>Water Districts:</u> North – 64 Washington St Center – 20 Watershed Ln East – 75 Canal St.	Virginia Crocker Timmins 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

Select Board Voting Member Assignments

Committee/Board	Voting Member Assignment	Occurrence	Time
Community Preservation Committee	Ken Lefebvre	3 rd Wed	7:00 pm
Fire Station Study Committee	Virginia Crocker Timmins	TBD	TDB
Housing Advisory Board	George Dixon	One Tues/month	2:00 pm
LRTA	George Dixon	4 th Thurs	7:00 pm
Master Plan Implementation Committee	Ken Lefebvre	TBD	
NMCOG (chosen by SB vote)	Pat Wojtas	3 rd Wed	7:00 pm

Liaisons

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

It is requested that each committee/board which has been assigned a Select Board member as a liaison include the 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 Select Board.

Temporary assignments. The Chair shall appoint a liaison to each ad hoc committee created by the Board. The Chair may also make temporary liaison assignments to other committees, boards, or groups if so requested, or if a majority of the current Select Board 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 Select Board activities to assigned committees/boards.

Participation. The Select Board 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.