

Town of Chelmsford Select Board Survey to Boards & Committees – Potential Actionable Inputs Summary

Q#	INPUT	BOARD/COMMITTEE	SB & TOWN MANAGER ACTIONS
2	To a small degree, depending on who asked. Community support growing.	Diversity, Equity, and Inclusion Committee (DEIC)	
	Do not feel Committee is respected or valued	Tree Committee	
	Yes, but many residents do not know what BOR does or its importance	Board of Registrars	
	Increased interaction with SB Liaison would help familiarity with significant issues and priorities of Chelmsford’s senior citizens	Council on Aging (COA) Board	
3	More active engagement from SB as our executive sponsors	DEIC	
	Refer inquiries/complaints to Assessor’s office for resolution	Board of Assessors	
	Give due consideration to our recommendations re: Chelmsford’s trees	Tree Committee	
	Cooperation from School Dept, DPW and CPD pre/during/post-election	Board of Registrars	
	Continue to support Committee Priorities: Vinal Square Transportation Improvement Plan; Truck Traffic Issues; Varney Playground, Freeman Lake Treatment, Ayotte Field Upgrades, Wayfinding Signage, other projects TBD	Vinal Square Strategic Action Plan (VSSAP) Committee	
	SB Liaison and Town Manager could review COA Board goals for areas where they could offer assistance and support	COA Board	
	Give feedback, flow-down communications. Attend meeting 1-2x/year.	Recycling Committee	
<p>Questions:</p> <ol style="list-style-type: none"> 1) Name of Board/Committee 2) Do you feel that the importance of your board/committee is valued? 3) What assistance and support can the Select Board and Town Manager provide? 4) Were you given enough information about board/committee duties, responsibilities, and procedures when you joined? 5) Is there any other feedback you would like to give the Select Board and Town Manager? 			

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4	No	Tree Committee	
	No one could have warned me	Community Preservation Committee (CPC)	
	Long term members train new members and we do lessons learned after every election	Board of Registrars	
	Person filling out survey has been involved since the beginning	VSSAP Committee	
	Eight of nine members moved from Planning team to Implementation Team making for a seamless transition	Age-Friendly Chelmsford Implementation Committee (ACIC)	
	Have onboarding through attending at least two Board meetings before Board votes to recommend appointment; Have P&P document	COA Board	
	Newest members received no information, didn't know about COI training	Recycling	
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5	Would like SB to have one member attend at least one meeting per month	DEIC	
	Would like SB to incorporate Land Acknowledgement proclamation into occasional meeting openings	DEIC	
	Would like SB members to sign anti-hate pledge on DEIC website page	DEIC	
	Board benefits from having attorney member, although not a requirement	Board of Assessors	
	Have a Handbook for committee members plus a check list about things that need to be done over the course of the year	Tree Committee	
	Better communication with CPC and other boards and committees	CPC	
	Continuous new regulations warrants updated equipment and technology vs. manual and funding for training programs offered by the state	Board of Registrars	
	Would be beneficial for SB to provide written guidance to all boards/committees describing the role and responsibilities of the SB Liaison and the expected information exchange and interaction between a board/committee and its respective liaison	COA Board	
	SB and Town Manager attendance at Senior Center events conveys to event planners and attendees that they value interests and needs of Chelmsford's senior citizens	COA Board	
	Does the SB read our annual reports? Any feedback for the committee?	Recycling Committee	
Can we give an update to the SB at one of their regular meetings sometime this summer?	Recycling Committee		
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LIAISON EXCERPTS FROM SELECT BOARD POLICIES DOCUMENT DATED JULY 26, 2022

1-3.2 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 liaison include the Select Board 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.

2-2.1 Information Gathering Relative to Dual Tax Rate

The Board, as provided by law, shall request that all information and data as they may deem relevant to the establishment of a dual tax rate, be provided to them prior to the annual public hearing on the question of the setting of the current Fiscal Year tax rate. Such information shall be in the form normally provided to the Massachusetts Department of Revenue prior to certification. The Board shall designate a Board member to serve in the capacity of Liaison for the purpose of ensuring that all requirements for supplying information under this Policy shall be completed in an organized and timely fashion. The Liaison shall call upon the Town Manager directly, to assist in the provision of such information as the Board may require. Such information and data shall include, but may not be limited to:

- a. A report indicating the level of compliance achieved by personal property owners relative to the annual submission of personal property data including the number of forms sent and 25 Last Updated 7/26/2022 received;
- b. An accounting of the number and value of properties in each class by Use Code and Use showing the number of sales, sales amount, proposed valuation, difference, and sales ratio for each property Use Code for the prior fiscal year;
- c. An accounting concerning the number and amounts of abatements granted in each property class, together with a listing of pending appeals, for the prior fiscal year;
- d. A Statement of Tax Rate Impact from the Assessor, setting forth general guidelines for the Board’s use relative to the calculation of the minimum residential factor and the calculation of the tax rate;
- e. A twenty-year historical view of Value Shares and Levy shares by fiscal year showing the effect on levy totals and tax rates for each class for all years, and the percentage amount of tax shift, if any;
- f. A projected view of the effect on the tax rate, the levy, and the levy totals for each class by proposed percentage for tax shift;
- g. An opinion by the Town Manager concerning the impact on the town’s services relative to the prior fiscal year’s levy share by the commercial/industrial property class.