

**Select Board Liaison Assignments  
2020 – 2021  
(Updated for Jan. 2021 – Apr. 2021)**

<b>Committee/Board</b>	<b>Liaison Assignment</b>	<b>Occurrence</b>	<b>Time</b>
Agricultural Commission	Ken Lefebvre	As needed	
Bicycle/Pedestrian Advisory Committee	Pat Wojtas	3 <sup>rd</sup> 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 <sup>st</sup> Thurs	7:00 pm
Board of Health	Virginia Crocker Timmins	1 <sup>st</sup> 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 <sup>st</sup> Thurs	3:00 pm
Center Village Master Plan Implementation	Ken Lefebvre	1 <sup>st</sup> Thurs	7:00 pm
Chelmsford Public Schools	Virginia Crocker Timmins / Pat Wojtas	1 <sup>st</sup> & 3 <sup>rd</sup> Tues	6:00 pm
Chelmsford Telemedia	George Dixon	As needed	
Commission on Disabilities	George Dixon	3 <sup>rd</sup> Tues	7:00 pm
Conservation Commission	Virginia Crocker Timmins	1 <sup>st</sup> & 3 <sup>rd</sup> Tues	7:00 pm
Council on Aging	George Dixon	2 <sup>nd</sup> Wed	9:00 am
Economic Development Committee	Ken Lefebvre	2 <sup>nd</sup> & 4 <sup>th</sup> Tues	7:00 pm
Energy Conservation Committee	Pat Wojtas	2 <sup>nd</sup> & 4 <sup>th</sup> Tues	7:00 pm
Finance Committee	Virginia Crocker Timmins	Jan-April every Thurs	7:30 pm
Historical Commission	Ken Lefebvre	2 <sup>nd</sup> Tues	7:30 pm
Historic District Commission	Ken Lefebvre	1 <sup>st</sup> Mon	7:00pm
Housing Authority	Pat Wojtas	1 <sup>st</sup> Mon	5:00 pm
Insurance Advisory	Ken Lefebvre	As needed	
Legislative: Sen. Barrett Rep. Arciero Rep. Golden Rep. Gouveia Rep. Howard	George Dixon Pat Wojtas Virginia Crocker Timmins Pat Wojtas Kenneth Lefebvre		
Library Trustees	Pat Wojtas	2 <sup>nd</sup> Wed	7:00 pm
Nashoba Valley Technical High School	Pat Wojtas	2 <sup>nd</sup> Tues	7:30 pm
Permanent Building Committee	Pat Wojtas	1 <sup>st</sup> & 3 <sup>rd</sup> Tues	6:30 pm
Personnel Board	Pat Wojtas	As needed	
Planning Board	Virginia Crocker Timmins	2 <sup>nd</sup> & 4 <sup>th</sup> Wed	7:00 pm
Recycling Committee	Ken Lefebvre	1 <sup>st</sup> Thurs	7:00 pm
Roberts Field Committee	Virginia Crocker Timmins	As needed	
Tree Committee	Ken Lefebvre	2 <sup>nd</sup> Tues	7:00 pm

Vinal Square Strategic Action Plan Committee	Virginia Crocker Timmins	1 <sup>st</sup> Mon	7:00 pm
<u>Water Districts:</u> North – 64 Washington St Center – 20 Watershed Ln East – 75 Canal St.	George Dixon Pat Wojtas George Dixon	North – 1 <sup>st</sup> Mon Center – 2 <sup>nd</sup> Wed East – 4 <sup>th</sup> 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 <sup>rd</sup> Wed	7:00 pm
Housing Advisory Board	George Dixon	One Tues/month	2:00 pm
LRTA	George Dixon	4 <sup>th</sup> Thurs	7:00 pm
Master Plan Update Committee	Ken Lefebvre	2 <sup>nd</sup> & 4 <sup>th</sup> Tues	7:00 pm
NMCOG (chosen by SB vote)	Pat Wojtas	3 <sup>rd</sup> 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 preferable 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.