



LIAISON POLICY

Applies to:	Select Board Liaison Assignments/All Committees
Select Board Original Adoption:	10.11.2022
Amended on:	--
Last Reviewed by the Select Board:	

Policy Statement

The following policy for the Select Board's Liaison positions that provides for the interworking, communication and coordination with all the standing Town multi-member boards, committees and commissions.

Definitions

Standing Town Multi-member board, committee, commissions- This shall include all permanent town boards, committees, and commissions, including:

Policy Description

1. Annual Liaison Appointments. Annually, the Select Board will assign Members to serve as a liaison to all the standing Town multi-member boards, committees and commissions. The Select Board Liaison is not a member of the committees he/she is assigned to and will have no voting privileges. Intended below are best practices to be implemented with appointed boards, committees and commissions and recommended when liaising with elected boards.
2. Select Board Responsibilities.
 - a. The Select Board Liaison will not be expected to attend meetings on a regular basis. The Select Board Liaison should attend meetings when significant issues are being discussed and/or action is to be taken and upon invitation of the Chair.
 - b. The Select Board Liaison is encouraged to attend at least one meeting in order to introduce themselves to committee members and to brief the committee on the role and purpose of the liaison position.
 - c. Upon assignment, the Select Board Liaison will distribute this policy in the form of a memorandum to the Chair of each assigned committee.
 - d. The Select Board Liaison will establish a working relationship with the Chair of each committee to which they are assigned and be available for consultation when needed.

- e. The Select Board Liaison will be the point of contact for those multi-member bodies to which they are assigned. The Liaison is responsible for communicating relevant information and actions by the Select Board to their assigned committees. They are also responsible for reporting back to the Board any developments, information and actions taken by their assigned committees relevant to the work of the Select Board.

3. Boards, Committee and Commission Responsibilities

- a. The Chair of each multi-member body will ensure that the Select Board Liaison is sent advance notice of each meeting as well as all meeting agendas and minutes.
- b. The Chair will inform the Select Board Liaison of any significant issues under current or potential future discussion that are relevant to the roles and responsibilities of the Select Board or that may require future action by the Select Board.
- c. The Chair will invite the Select Board Liaison to meetings when needed with as much advance notice as possible to ensure attendance.
- d. The Chair will request through the Select Board Liaison a joint meeting with the Select Board when the multi-member Body determines that an issue requires:
 - i. Action by the Select Board
 - ii. Direction from the Select Board
 - iii. Specific information or guidance needs to be provided to the Select Board on an issue under the purview of the multi-member body
- e. For those multi-member bodies where members are directly or jointly appointed by the Select Board, a vacancy should immediately be reported to the Town Administrator, the Town Clerk and the Select Board Liaison so that the vacancy can be filled in an appropriate time and manner.

4. Select Board Liaison Assignments

Attached to this policy.

SELECTMEN LIAISON ASSIGNMENTS FY 2023

<u>Julia N. Pingitore</u>	<u>Kirk Huehls</u>	<u>Carol L. Riches</u>
<u>Chairman</u>	<u>Vice-Chairman</u>	<u>Clerk</u>
Police Department	Highway Department	Fire Department / Emergency Manager
Town Counsel	Building Department /Inspectors	Historic District Commission
Wachusett Regional School District	Planning Board	Conservation Commission
Representative & Senators	Water Board	Recreation Commission
Town Hall Personnel	Communication & Cable Committee	Capital Improvement Committee
Board of Health / Hazardous Waste	Central Mass Regional Planning	Finance Committee
Paxton Center School Council	Cemetery Commission	Council on Aging
Assessors	Zoning Board of Appeals	Library
Light Department	Economic Development Committee	Historical Commission
Anna Maria College		Town Hall Renovation Committee

Appointment

Elected