



Office of the
BOARD OF SELECTMEN
272 Main Street Townsend, Massachusetts 01469

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POLICY #3-2018

BOARD OF SELECTMEN

Purpose: To clarify the role of an individual member of the Board of Selectmen as a liaison to the other Departments/Boards or Committees.

Policy: LIAISON POLICY

Assignments. Liaison assignments are generally made by the Chairman of the Board as soon as practical after the annual town election.

Each department/committee/board shall be notified as to their Board liaison by the Board of Selectmen.

It is requested that each department/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 (reports, 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 should try to maintain some level of communication with each department/ committee/board to which he/she is assigned. It is important to keep Board colleagues informed of critical issues and other areas of interest.


Participation. The Board of Selectmen liaison is not considered a member of each assigned department/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.

The liaison does not represent the Board of Selectmen. Decisions required of the Board of Selectmen, if any, much come before the Board at a posted meeting for discussion and vote.

ADOPTED BY THE BOARD OF SELECTMEN ON 7/31, 2018.



Sue Lisio, Chairman



Cindy King, Vice-Chair

Wayne Miller, Clerk