

ADVISORY COMMITTEES OF THE BOARD OF SELECTMEN:

From time to time, the Board may appoint standing or ad hoc advisory committees to aid on matters under the Board's jurisdiction. The use of such advisory committees is intended to provide greater expertise and more widespread citizen participation in the setting of municipal policy. Such advisory committees shall be used when the Board identifies a potential project or undertaking to be evaluated, and in the opinion of the Board, the involvement of a citizen-based committee would be helpful to the process.

A Board of Selectmen member may serve on a Board subcommittee, and may vote on such subcommittee, but such Selectman position on the subcommittee shall terminate if such Selectman resigns from the Board of Selectmen or his or her term as Selectman expires.

Charges by the Board to advisory committees will be in writing and shall include the work to be undertaken, the time in which it is to be accomplished and the procedures for reporting to the Selectmen, such reporting to occur, in writing, at least as often as semi-annually to the Selectmen. The Selectmen's Office will be sent copies of all committee agendas and minutes. The Board will either provide for a maximum term for a committee's existence or discharge committees upon the completion of their work.

The charges and membership of standing advisory committees will be reviewed periodically (at least annually by the Board) to assess the necessity and desirability of continuing the committee. Reappointments will be based on an evaluation of the member's contribution, the desirability of widespread citizen involvement and the changing needs of the committee and the town, but in any event are subject to the sole discretion of the majority of the Board members present and voting.

It is the policy of the Selectmen to appoint qualified citizens to such advisory committees based on the qualifications or experience identified as being desired for such committees. In order to attract qualified and interested persons, vacancies will be made public as far in advance of an appointment as practicable.

RELATIONS WITH OTHER TOWN BOARDS, COMMITTEES AND COMMISSIONS:

The Board of Selectmen is aware that coordination and cooperation is needed among the town's major boards, committees and commissions to: 1.) Set and implement consistently, town wide goals and priorities, 2.) Identify and anticipate major problems and then work together towards their resolution, 3.) Collaborate on long-range planning understanding that long-range capital planning is the authority of the Town Manager and 4.) Work cooperatively toward revenue generation.

Therefore, as the executive board historically responsible for the overall leadership and coordination of town affairs, the Selectmen will:

1. Annually schedule meetings with the chairmen of major boards and committees to carry out functions 1-4 listed above.
2. Oversee the Town Manager in his or her responsibility for inter-board communication in the day to day operations of government and coordination with all elected and appointed Boards and Committees to help implement town policy as set by the Board of Selectmen.
3. Through the Town Manager, develop a process for exchange of information and the provision for advice and recommendations among the boards, committees and commissions with common interest, which will include but not be limited to the exchange of minutes and the establishment of a central repository for data, studies and reports.
4. Appoint members of the Board of Selectmen to act in a liaison role with boards and committees with the understanding that the liaison shall:
 - a. Periodically meet with the chairman of the committee to review goals and objectives;
 - b. Communicate to the Board and the Town Manager concerns or requests that the Board or Committee may have.
 - c. Act on behalf of the Board of Selectmen and not interject personal opinion or requests.