



LIAISON POLICY

03-01

I. PURPOSE AND SCOPE

The purpose of this policy is to define the role of a Selectmen's liaison to another Department, Board, Committee or Commission in order for the Board of Selectmen to strengthen and enhance its communication throughout the Town, pursuant to the Charter Section 3-2.

II. POLICY

- After the annual election, each member of the Board of Selectmen shall be assigned as a liaison to one or more of the Department, Board, Committee or Commission listed below. Assignments shall be determined by the Chairman of the Board of Selectmen and Selectmen may be assigned as a liaison to other Departments, Boards, Committees or Commissions as the need arises. The Chairman should as much as possible respect the interests of individual Board of Selectmen members when making assignments. The liaison shall meet with the assigned Department, Board, Committee or Commission periodically to become familiar with the operation, and issues that occur. The liaison shall keep the other Selectmen and the Town Manager updated on their communication with the Department, Board, Committee or Commission.
- As deemed appropriate, the liaison may attend relevant meetings that may relate to your liaison assignment. Communicate with your primary point of contact on a periodic basis and share information learned with the Town Manager and the Board as part of the Board's Regular Meeting Agenda.
- The Departments, Boards, Committees or Commissions will have a liaison primary and alternate.

PUBLIC SAFETY

- Police
- Fire
- Emergency Medical Services

PUBLIC WORKS

- DPW
- Water
- Sewer
- GELD

FISCAL MANAGEMENT

- Tax Collector/Treasurer
- Finance Committee
- Assessors
- Accountant

LAND USE

- Planning
- Conservation Commission
- Board of Health
- ZBA

CITIZEN SERVICES

- Library
- Council On Aging
- Parks Department
- Groton Country Club
- Personnel Board
- Town Clerk
- Community Preservation Committee

EDUCATION

- Groton-Dunstable Regional School District
- Nashoba Technical Regional High School

OTHER

- MRPC
- MJTC
- MPO
- MBTA Advisory Board
- Affordable Housing