

Select Board Liaison & Voting Member Assignments 2025 – 2026

Committee/Board	Liaison Assignment	Occurrence	Time
Age Friendly Implementation Committee	Aaron Cunningham	Last Wed	9:00 am
Agricultural Commission	Patricia Wojtas	As needed	
Bicycle/Pedestrian Advisory Committee	Patricia Wojtas	3 rd Thurs	6:30 pm
Board of Assessors	Aaron Cunningham	Most Thurs as needed	7:00 pm
Board of Appeals		1 st Thurs	7:00 pm
Board of Health	Aaron Cunningham	1 st Mon	6:00 pm
Capital Planning	Patrick Maloney	As needed	7:00 pm
CCA/Town Hall Advisory Committee	Jeffrey Hardy	1 st Wed (As Needed)	8:30 am
Cemetery Commission	Jeffrey Hardy	1 st Thurs	4:15 pm
Center Village Master Plan Implementation	Jeffrey Hardy	2 nd Thurs	6:00 pm
Chelmsford Public Schools		1 st & 3 rd Tues	6:00 pm
Chelmsford Telemedia	Patricia Wojtas	As needed	
Clean Energy and Sustainability Committee		Monthly – Various	7:00 pm
Commission on Disabilities	Jeffrey Hardy	3 rd Tues	7:00 pm
Conservation Commission	Jeffrey Hardy	2 nd & 4 th Tues	7:00 pm
Council on Aging	Aaron Cunningham	2 nd Wed	9:00 am
Cultural Council	Patricia Wojtas	Various	7:00 pm
Diversity, Equity and Inclusion Committee		2 nd Tuesday	7:00 pm
Finance Committee	Aaron Cunningham	As needed	6:30 pm
Historical Commission	Patrick Maloney	2 nd Tues	7:30 pm
Historic District Commission	Patrick Maloney	1 st Mon	7:00pm
Housing Authority	Patricia Wojtas	1 st Mon	5:00 pm
Insurance Advisory	Patricia Wojtas	As needed	
<u>Legislative:</u> Congresswoman Lori Trahan Senator Michael Barrett Representative James Arciero Representative Simon Cataldo Representative Rodney Elliott	Patricia Wojtas Patrick Maloney Aaron Cunningham Jeffrey Hardy		
Library Trustees	Patricia Wojtas	2 nd Wed	7:00 pm
Military Community Covenant Task Force	Patricia Wojtas	As needed	
Nashoba Valley Technical High School	Patricia Wojtas	2 nd Tues	7:30 pm
Parade Committee	Jeffrey Hardy	As needed	
Permanent Building Committee	Patrick Maloney	1 st & 3 rd Tues	6:30 pm
Personnel Board	Patricia Wojtas	As needed	
Planning Board	Aaron Cunningham	2 nd & 4 th Wed	7:00 pm

Recycling Committee	Patricia Wojtas	2 nd Thurs	6:00 pm
Tree Committee		2 nd Tues	6:00 pm
Vinal Square Strategic Action Plan Committee	Aaron Cunningham	1 st Mon	7:00 pm
<u>Water Districts:</u> North – 64 Washington St Center – 20 Watershed Ln East – 75 Canal St.	Patrick Maloney Patricia Wojtas Erin Drew	North – 1 st Mon Center – 2 nd Wed East – 4 th 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	Patrick Maloney	3 rd Wed	7:00 pm
Housing Advisory Board	Patricia Wojtas	One Tues/month	2:00 pm
LRTA	Patricia Wojtas	4 th Thurs	7:00 pm
Master Plan Implementation Committee	Jeff Hardy	3 rd Wed, Quarterly	7:00 PM
NMCOG (chosen by SB vote)	Patricia Wojtas	3 rd Wed	7:00 pm
Strategic Plan Steering Committee	Aaron Cunningham	Various	
School Building Committee	Patrick Maloney	Various	

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.