



ANNUAL COMMITTEE ORIENTATION MEETING

Notice of Public Meeting

Email Posting to townclerk@chelmsfordma.gov Thank you.

As required by G.L. c. 30 A, §18-25

Filed with Town Clerk:

RECEIVED

2023-09-11

11:45 AM

**TOWN OF CHELMSFORD
PATRICIA E. DZURIS
TOWN CLERK**

DATE: Monday, September 18, 2023

TIME: 6:00 PM

PLACE: Chelmsford Center for the Arts

ADDRESS: 1A North Rd *ROOM:* Auditorium

AGENDA

ANNUAL COMMITTEE ORIENTATION MEETING

(THIS MEETING WILL BE RECORDED)

1. Introduction and Overview – Town Manager - Paul Cohen
2. Town Clerk – Tricia Dzuris
 - a) Oath of Office
 - b) Posting Meetings
 - c) Filing of Meeting Minutes
 - d) Committee Guide
3. Select Board – Pat Wojtas
 - a) Select Board Liaison Program
 - b) Select Board open invitation to present to the Board
4. Town Manager – Paul Cohen
 - a) Committee Charge and Organization
 - b) Membership and Appointments
 - c) Annual Reorganization
 - d) Resignations
 - e) Prior Approval for funds
5. Town Counsel – Paul Haverty
 - a) Review of Open Meeting Law
 - b) Quorum and Majority
 - c) Executive Session
 - d) Conflict of Interest – Ethics Commission
 - e) Recusal in case of possible conflict
 - f) Public Officials Liability Coverage for Volunteers
 - g) Electronic mail
6. Question and Answer Period
7. Adjourn