



ANNUAL COMMITTEE ORIENTATION MEETING

Minutes of Public Meeting
(THIS MEETING WAS RECORDED)

Filed with Town Clerk:

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2023-09-19

5:08 PM

**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
ATTENDEES: (23)
PANEL: Town Manager Paul Cohen, Select Board Acting Chair Pat Wojtas,
Town Counsel Paul Haverty, Town Clerk Tricia Dzuris
BPAC: Chair Robert Klinkhammer, Tom Gazda, Josh Warhurst, Steven Pustell
BOARD OF REGISTRARS: Curtis Barton
CLEAN ENERGY & SUSTAINABILITY: Badhri Uppiliappan
COMMUNITY ACTION COMMITTEE: Luke Ruter
CULTURAL COUNCIL: Elaine D'Alessandro, Roberta Witts
DEIC: Elizabeth Pioscos
HISTORIC DISTRICT: Brenda Lovering
MASTER PLAN: Sheila Pichette
MIDDLESEX CANAL: Doug Chandler
PARADE COMMITTEE: Eric Linstad
PLANNING BOARD: Chris Lavallee
RECYCLING: Norm Eisenmann, Lindsey Sieber
SELECT BOARD: Virginia Crocker Timmins
TREE: Jim Martin

6:10 PM Town Manager Paul Cohen opened the meeting with an introduction of the panelists and an overview of the intent and purpose of the Annual Board & Committee Orientation.

Town Clerk Tricia Dzuris reviewed the importance of getting sworn in after appointment, how to reserve meeting space before submitting an agenda, where to find information on the Town website and in the Posting Meetings, Filing of Meeting Minutes. She thanked Special Services Coordinator, Pam Gilchrest, for her excellent work compiling the new Committee Guide.

Select Board, Acting Chair, Pat Wojtas defined the Select Board Liaison Program and explained that they are not voting members and do not count toward a quorum on a committee. She also discussed the Municipal Open House that was held in August at the Library. The Select Board offers an open invitation for Town Boards and Committees to present to the Select Board.

Town Manager Paul Cohen reviewed how committees are formed and charged. He explained that most committees have three-year staggered terms, Committee descriptions and vacancies can be found on the website as well as lists of all current Elected and Appointed Officials. Every year, each committee should schedule a reorganization meeting whereby new committee leadership is voted on. After the annual reorganization meeting, the committee leadership should be sent to townclerk@chelmsfordma.gov to be updated in the database.

The Town Manager explained that any resignation from a board or committee should be done in writing and signed by the person resigning from the position and this letter needs to be officially filed with the Town Clerk to open the seat and advertise the vacancy. Signed resignation letters can be dropped off in the Clerk's office or drop box, mailed or sent via email in PDF or any image format. Resignation letters are permanent records. Any request for funding needs prior approval from the Town Managers Office

Town Counsel Paul Haverty presented the attached PowerPoint presentation covering the following topics.

- 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

Questions were asked and answered throughout the meeting.

Suggestions for next year:

- 1. Sign in sheet
- 2. Introduction of the attendees, name, and committee
- 3. Incentive for the best committee turnout
- 4. Committee Guide:
 - a. add Town of Chelmsford and graphics to the cover
 - b. pages 3 & 4 split columns on committee list and realign page break

The orientation concluded at 7:45 PM.

Documents:

Agenda: [2023-09-18-ANNUAL COMMITTEE ORIENTATION](#)

Committee Guide: <https://www.townofchelmsford.us/DocumentCenter/View/16299/Town-of-Chelmsford-Committee-Guide>

Town Counsel PowerPoint Presentation:

<https://www.townofchelmsford.us/DocumentCenter/View/16353/Town-Counsel-Annual-Committee-Orientation-Training-9-18-23>

Respectfully Submitted,
Patricia Dzuris
Town Clerk