



TOWN OF MEDFIELD

Office of

BOARD OF SELECTMEN

TOWN HOUSE, 459 MAIN STREET
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Kristine Trierweiler
Town Administrator

To: All Boards and Committees

From: Kristine Trierweiler, Town Administrator

Date: May 24, 2019

RE: Board/Committee Structure Policy

On April 3, 2018 the Board of Selectmen voted to adopt a new Board/Committee Structure Policy. The Board of Selectmen would like to review the structure, purpose, and prior years' work for all appointed Boards/Committees prior to reappointment for FY2020.

Please review the attached policy and return the completed paperwork by June 30, 2019. The Board of Selectmen will be scheduling meetings to meet with the various Boards and Committees to discuss this further if necessary. While completion of Exhibit C is mandatory, the meeting with the Board of Selectmen is voluntary.

Please let me know if you would like to schedule a meeting with the Board of Selectmen to review your Committee structure.

Medfield Town Board/Committee Structure Policy
Applies to all Boards/Committees appointed by the Board of Selectmen

- Each committee year runs with the Town’s fiscal year, from July 1 to June 30.
- Each committee that is not created pursuant to Town Charter or Town By-law shall have a charter, approved by the Board of Selectmen and that is reviewed annually (see Exhibit A for list of committees). The charter shall include at least the following:
 - Committee jurisdiction/long term objective or purpose
 - Committee size, composition, and terms of members
 - Length of existence (permanent or temporary)
 - Anticipated meeting/ reporting schedule (if applicable)
 - Goals for the year
 - Dates and deliverables for committee work
 - Budget (if any)
- Committees with charters provided by Town by-law or Charter will discuss with the Selectmen a set of goals/plans for each year in addition to their statutory mandate. (Exhibit B).
- In May of each year, after the conclusion of the Annual Town Meeting, each Committee listed on Exhibit A shall meet to:
 - Determine if Committee should continue to exist
 - Identify which members wish to continue on the committee
 - Prepare a summary of their accomplishments for the past year
 - Prepare and propose (1) a revised charter, if necessary, and (2) goals for the upcoming fiscal year, and
 - Propose a requested budget for the upcoming year (if any)
 - Committees may also request to meet with the BOS to discuss plans for the upcoming year, but this is not mandatory, unless the committee or the BOS specifically requests a meeting

The result of each committee’s May planning meeting should be submitted to the Board of Selectmen using the attached “Annual Committee Questionnaire” (attached as Exhibit C) by June 30th.

Exhibit A

Committees:

Bay Colony Rail Trail Advisory Committee

Capital Budget Committee

Committee to Study Memorials

Community Gardens Committee

Council on Aging

Downtown Sidewalk Design and Aesthetics Committee

Downtown Study Committee

Elderly Taxation Aid Committee

Employee Insurance Advisory Committee

Historic Commission

Kingsbury Pond Committee

Wildlife Management Committee

Medfield Cultural Council

Medfield Energy Committee

Medfield State Hospital Building and Grounds Maintenance Committee

Medfield State Hospital Master Planning Committee

Medfield State Hospital Master Development Committee

Medfield State Hospital Mediation Committee

Medfield State Hospital Negotiating Committee

Medfield State Hospital Environmental Review Committee

Medfield Youth Outreach Advisory Committee

Memorial Day Committee

Open Space and Recreation Committee

OPEB Trust Committee

Senior Housing Study Committee

Town Bylaws Review Committee

Transfer Station and Recycling Committee

Safety Committee

Town Wide Master Plan Steering Committee

Wireless Communication Study Committee

Exhibit B

Committees Created by Town Charter/By-law

Affordable Housing Trust Board of Trustees

Board of Water and Sewerage

Zoning Board of Appeals

Enterprise Fund Committee

OPEB Trust Committee

Personnel Board

Board of Health

Local Emergency Planning Commission

Board of Registrars

Cemetery Commission

Conservation Commission

Emergency Management Agency

Historic District Commission

Permanent Planning and Building Committee

Permanent School Building and Planning Committee