

**Effective January 1, 2018**



**TOWN OF BELMONT**  
OFFICE OF THE BOARD OF SELECTMEN  
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**BOARD OF SELECTMEN**

JAMES R. WILLIAMS, Chair  
MARK A. PAOLILLO, Vice Chair  
ADAM DASH, Selectman

**INTERIM TOWN ADMINISTRATOR**

PHYLLIS L. MARSHALL

**INTERIM ASSISTANT TOWN ADMINISTRATOR**

DOUG MEAGHER

**Committee Appointments by the Board of Selectmen**

June 6, 2017

**Policy:** It shall be the policy of the Belmont Board of Selectmen to take the following steps when appointing citizen volunteers to boards and committees of the Town. The purpose of this policy is to encourage and broaden participation in Town government by qualified and interested residents.

**New Appointments:**

1. Notices of vacancies shall be publicly posted for at least two weeks. Notices shall be sent to the Belmont Citizen Herald, the Belmontonian, Town Meeting Members, Committee members, and elected officials, and shall be posted on the Town website ([www.belmont-ma.gov](http://www.belmont-ma.gov)) when a vacancy occurs on a board or committee. The notice, will state the general duties of the board or committee along with a statement of desired qualifications. The Board of Selectmen may also use other media outlets to distribute said notices of vacancies.
2. Letters of interest shall be submitted to the Town Administrator's Office.
3. Letters of interest may be forwarded to the chairman or remaining members of the applicable board or committee for their review and screening by the Town Administrator's Office.
4. In the case of a newly created board or committee or an individual appointment (e.g. MBTA representative), the Board of Selectmen will screen the letters of interest.

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5. The Board of Selectmen may interview in open meeting the recommended candidates for boards and committees. To the extent the number of applicants allows, the number to be interviewed shall be greater than the number of vacancies by one or more, as determined by the Board of Selectmen.
6. Members of the applicable board or committee, the public, and any others that the Board of Selectmen wishes to include may attend the interviews and ask questions, as permitted by the Chair.
7. A decision regarding the appointment will generally be made at the next regularly scheduled meeting of the Board of Selectmen.
8. Applicants not chosen for the board or committee will be sent a letter thanking them for their interest.
9. By majority vote of the Board of Selectmen, exceptions may be made to this policy depending on the nature of the committee or position, the number and qualifications of applicants for the position in question, or the urgency of the need for filling vacancies.

### **Reappointments:**

1. In the case of someone who has been serving on a committee and whose term is expiring, a notice will be sent to the person asking them to respond to the Board of Selectmen indicating whether or not they are interested in being reappointed.
2. The Board of Selectmen, at its discretion, may elect not to reappoint a member of a committee with an expiring term, or request that such member reapply for appointment, in which case such member will be treated as a new appointment and shall be interviewed in open meeting together with other recommended candidates for the position.
3. Approximately six to eight weeks before the expiration date of a term on any board or committee, the Board of Selectmen shall publicly solicit from residents (including the current members of such board or committee) any questions, comments, or other relevant feedback regarding the charge, procedures and activities of such board or committee, as well as any informal expressions of interest in serving on such board or committee either currently or in the near future. Such solicitations should mention that any written or emailed response should be accompanied by a name and not be anonymous and may be subject to disclosure under state open records laws. Responses to such solicitations may be used by the Board of Selectmen, in their discretion, in considering whether or not to open a reappointment and solicit formal letters of interest as described above. Such responses may also be used by the Board of Selectmen, in their discretion, in considering whether to potentially revise the membership, scope, charge, or duties of a board or committee and in recommending priorities or activities for a board or committee to consider or pursue.