



POLICY No.: A-7  
DATE ADOPTED: OCTOBER 17, 2007

## TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

### Policy on Incoming Selectmen Orientation Process

**Purpose:** The Board of Selectmen and Town Administrator agree to establish procedures to follow for incoming members of the Board of Selectmen

**Policy:** Individuals elected to serve on the Board of Selectmen should coordinate with the Town Administrator for the following:

1. Meeting with Office of the Town Clerk to be sworn in
2. Meeting with Financial Office to complete appropriate personnel related documents
3. Obtain keys to the building and office
4. Obtain copies of the following:
  - a. Master Plan
  - b. Open Space & Recreation Plan
  - c. Policy & Procedure Manual
  - d. Selectman Handbook
  - e. Meeting minutes of previous 6-months
  - f. Six months of correspondence as deemed necessary by the Town Administrator
  - g. General and Zoning Bylaws
  - h. Listing of elected and appointed officials with contact information
5. Schedule meeting with the Town Administrator