



POLICY No.: A-2
DATE ADOPTED: OCTOBER 17, 2007
AMENDED: FEBRUARY 1, 2023

TOWN OF WEST BOYLSTON

Select Board POLICY

Role of Town Administrator

Purpose: The position of Town Administrator was established by Chapter 23 of the Acts and Resolves of 1995. A copy of the Special Act, which created the position can be found on the [Town Website](#).

Policy: The Board appoints a Town Administrator who functions as the Town's Chief Administrative Officer. The primary duties of the Town Administrator shall be the day-to-day administration of the general government as outlined in the position's job description. The Town Administrator will also assist and work under the direction of the Select Board in the formulation of policy.

The Town Administrator must maintain a close working relationship with all members of the Board. He/she shall regularly brief the Board on all important issues.

In order to provide the Town with continuity of management, the Select Board are committed to maintaining an employment agreement with the Town Administrator that delineates his/her responsibilities and condition of employment as permitted by statute.