



POLICY No.: A-7
DATE ADOPTED: OCTOBER 17, 2007
AMENDED: MARCH 1, 2023

TOWN OF WEST BOYLSTON

Select Board POLICY

Policy on Incoming Select Board Orientation Process

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

Policy: Individuals elected to serve on the Select Board 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 Access Code to the building and office
4. Ask them if they would like a Town email or if they would like to use their personal email linked to the Select Board's town email alias account
5. Familiarize yourself with the following:
 - a. Master Plan
 - b. Open Space & Recreation Plan
 - c. Policy & Procedure Manual
 - d. Select Board 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
 - i. Town Administrator and Select Board goals
 - j. Contracts, as appropriate
 - k. Special Act
6. Schedule meeting with the Town Administrator