

**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 1<sup>st</sup>.

## **Exhibit A**

### **Committees:**

Affordable Housing Committee

ALS Study Committee

Bay Colony Rail Trail Study Committee

CPA Study 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

Economic Development Committee

Kingsbury Pond Committee

Lyme Disease Study 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

Memorial Day Committee

Open Space and Recreation Committee

OPEB Trust Committee

Senior Housing Study Committee

State Hospital Building and Grounds Maintenance Committee

Town Bylaws Review Committee

Transfer Station and Recycling Committee

Safety Committee

Straw Hat Park Steering 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

Historical Commission

Zoning Board of Appeals

Employee Insurance Advisory Committee

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

Historical Commission

Permanent Planning and Building Committee

Permanent School Building and Planning Committee

## **Exhibit C**

### **Annual Committee Questionnaire for FY 2019**

Name of Committee:

Members:

Chair:

Please list Dates of Meetings Held (please attach minutes if not posted on the website):

Overall Status of Achievement of the Committee's Goals:

Significant Issues Anticipated in the Coming Fiscal Year (if any):

1. Should this committee continue to exist?

If yes, identify key goals for FY 2019 and attach draft charter for next year if any changes are necessary.

2. Do all committee members wish to be reappointed?

If no, please identify which members do not wish to be reappointed.

Should the committee's size or composition be changed? If so, has the committee sought new members? If the committee has recommended appointees for the next year, please provide the Board of Selectmen with background information/resume for any such candidates.

3. Key Accomplishments (attach other sheets if necessary):

4. Proposed charter revisions and goals for the coming fiscal year:

5. Requested budget for the coming fiscal year (if any):
6. Does your committee wish to meet with the Board of Selectmen to discuss your committee's plans for the upcoming year? (Please briefly describe the topics or scope of the discussion you would like to have):