



TOWN OF PITTSFIELD
BOARD OF SELECTMEN
Town Hall, 85 Main Street
Pittsfield, New Hampshire

Appointment Policy For Boards, Committees, and Commissions

For purposes of these guidelines, “board” can also mean “committee” and “commission.” This policy covers all regular and alternate position appointments made by the Board of Selectmen.

Board chairperson duties –

- Prior to March town meeting provide an up to date member list to the select board and town administrator, and inform of mid-year vacancies.
- Prior to March town meeting each board Chair should canvas members whose term expires that year, asking them if they would like to be appointment to another term. The Chair should also canvas alternates, asking if they are interested in a full member appointment. This information, along with any recommendations should be provided in writing to the Town Administrator for the Selectboard to review.
- Mid-year vacancies should be handled with this general process.

Town Administrator duties –

- Maintain and track an up to date list of all boards, including the official number of members allowed (full and alternate), addresses, telephone numbers, with a listing of term start and end date.
- Provide the list as mentioned above to the Selectboard members and the chair of each board, and include a copy of the appointment guidelines.
- The first week of February each year, or for an unscheduled vacancy, issue a memo to each board chair, with a copy to the Selectboard requesting appointment recommendations.
- Advertise vacancies via the cable channel, newspaper and town building postings.
- Post the vacancy information on the agenda of a weekly scheduled selectboard meeting.

Select board duties –

- Review board lists and vacant position(s) as provided by the Town Administrator.
- Review the list of all persons who have expressed interest and any letters of interest.
- At the boards discretion, set up appointments or interviews with those who have expressed interest.
- Make the necessary appointments by majority vote at a regularly scheduled public selectboard meeting.

Adopted by the Board of Selectmen on _____.

Thomas E. Marston, Chairman

Arthur E. Morse

Donna M. Keeley