

# Town of Auburn, Massachusetts

Julie A. Jacobson  
Town Manager



Date

Name  
Address

Dear \_\_\_\_\_:

Congratulations on being elected to the Auburn Select Board! On behalf of Town administration, we are looking forward to working with you.

We have prepared the enclosed binder of information to assist in orientating you to the Board of Selectmen. The packet includes the following documents:

- Board of Selectmen Policies
- Board of Selectmen Code of Conduct
- Town of Auburn Charter as Amended May 2009
- Most Recent Annual Report
- Approved Financial Policies
- Official Statement
- Organization charts for Town Administration and its departments
- Fiscal Year budget as just approved by Annual Town Meeting
- Copies of last 3 municipal quarterly newsletter *The Auburn Account*
- Board and Commission Training packet
- Town Manager Evaluation Process and Town Manager Evaluation Forms
- Town Manager Evaluation Report Submitted to BOS in February
- Town Manager Goals for the current year
- New Employee Packet
- Conflict of Interest Law and Summary (which includes an acknowledgement form you must sign and return to the Town Clerk). Please note that you must also take the On-Line Training Course which can be accessed at <http://www.mass.gov/ethics/conflict-of-interest-law-online-training-programs.html>
- Open Meeting Law Guide
- Robert's Rules Summary

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We will also provide you with the access code to the Merriam Building so you can access the building after hours. The Select Board meets on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month, with an option to meet on the 5<sup>th</sup> Monday of a month if such a meeting is necessary. If the regularly scheduled Monday Board meeting falls on a Monday holiday, the meeting is held the next day on Tuesday. Board packets are sent via email as soon as they are final, which is generally late Thursday afternoon once the meeting is posted. The hard copy packets are available for pick-up in the Selectmen's office in the Merriam Building at Town Hall after 12:00 noon on the Friday before each Monday Board meeting.

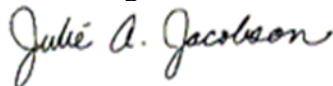
We will email you information and a temporary password to access your new Town email account along with the New Employee Packet which includes information on all Information Technology issues. Your Town email address is \_\_\_\_\_@[town.auburn.ma.us](mailto:town.auburn.ma.us).

As we have done for all new Board members following the election, we will coordinate with you to schedule an orientation meeting which will provide you with an opportunity to meet with me, Ed Kazanovicz, Assistant Town Manager/CFO, and the department heads, to learn about the operations and administration of each town department. During that meeting, we will provide you with pertinent information on each department and the operations of our Town Administration, including the programs and services each department provides, their budget and staffing levels, and any upcoming plans, projects, initiatives and challenges. If possible, we encourage you to have this orientation meeting prior to your first Select Board meeting so that you will be better prepared to participate with a more in-depth understanding of the operations of the Town and the roles and responsibilities of the Select Board.

In the interim, please do not hesitate to contact me if you need any additional information or if you have any questions.

Once again, congratulations on your election to the Select Board!

Warm Regards,



Julie A. Jacobson  
Town Manager