

## **Town of Longmeadow Descriptions of Appointed Committees/Boards**

Following is a list of Town of Longmeadow appointed committees/boards with a brief description for each. All vacancies for these committees/boards are advertised in local papers, posted on the bulletin board at Town Hall, and on the website. To apply for any committee/board listed, an application is required, which is available in the Select Board's office or on the website. Applications will remain on file in the Select Board's office for one fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>).

### **Audit Committee**

Consists of five members appointed by the Select Board. Appointments are for staggered, three-year terms. The Audit Committee shall review annual financial statements of the Town financial offices, review the independent auditor's management recommendations and provide advice and counsel to the Select Board, Town Manager, Town Accountant and Treasurer.

Two Associate non-voting members.

*Established pursuant to Section 7-9 of Town Charter.*

### **Board of Assessors**

Consists of three members appointed by the Select Board. Appointments are for staggered, three-year terms. The Assessors determine the valuation for all real and personal property in the Town, approve real estate and motor vehicle abatements and calculate the tax rate based upon action by Town meeting.

*Established through MGL 21, Section 24, and Section 4-3 of Town Charter.*

### **Board of Health**

Consists of five members appointed by the Select Board, one member must be a physician. Appointments are for staggered three-year terms. The Board has administrative, planning and policy responsibility for the health functions of the Board of Health office which maintains records of health complaints, nuisances, unusual diseases or illnesses and deaths and issues permits and licenses and coordinates health inspections.

*Established pursuant to Article 2, Chapter 500, Section 2-501 of Town By-laws.*

### **Building Committee (permanent)**

Consists of 7 members, appointed by the Select Board for three years. The composition of the committee shall include, to the extent possible, one attorney, one architect, one civil/mechanical or structural engineer, and an individual who is primarily engaged in the construction business. The School Committee, Select Board and Capital Planning Committee may appoint non-voting liaisons to this committee. The Building Committee shall draft policies and procedures for review and approval by the Select Board. The function and duties of the Building Committee shall be to advise the Town Manager and Select Board on the future needs for Town buildings and to review and comment on capital projects related to Town buildings including schools. In addition, the committee shall serve as an advisory design review committee and review new construction and/or renovations of Town buildings, evaluate use of buildings- advise on current use of space and ways to improve it, monitor large maintenance projects and advise on progress, periodically review and maintain the inventory of buildings, advise on the long term building needs list for the town, and review the work of prior town building committees.

*Approved by the Select Board January 9, 2017*

### **Building Demolition Committee**

Consists of six members, two members of the Historical Commission and four at-large members, not currently members of the Historical Commission, appointed by the Select Board. This committee was formed by vote of Annual Town Meeting 2006 the purpose of which is to limit demolition of buildings built prior to 1901 for a period of nine months from the date of the demolition permit application, to ensure that all alternatives to demolition will be explored before a historical or architecturally important landmark is destroyed.

*Established pursuant to Article 5, Chapter 800 of Town By-laws.*

April 2019

### **Cable Advisory Committee**

Consists of five members appointed by the Select Board. Appointments are for staggered three-year terms. The Committee is charged with the authority to provide advice and assistance to the Select Board in monitoring negotiations and compliance with the cable television license agreement and aspects of cable television service. The authority and approval for action is vested in the Select Board as set forth in M.G.L. Chapter 166A, and other applicable regulations.

Two Associate non-voting members.

*Established by the Select Board in 1996.*

### **Capital Planning Committee**

Consists of six members appointed by the Select Board. Appointments are for staggered three-year terms. The purpose of the Committee is to establish, review and monitor the capital improvements plan and annually report and make recommendations to the Board of Selectmen for annual expenditures at the Annual Town Meeting.

*Established by the Select Board in 1991.*

### **Community Preservation Committee**

Consists of nine voting members pursuant to MGL Chapter 44B as follows: one member of the Conservation Commission, one member of the Historical Commission, one member of the Planning Board, one member of the Parks and Recreation Commission, one member of the Housing Authority, four members appointed by the Select Board (one of these to be a member of the Finance Committee). Terms are staggered three-year terms. The purpose of the Committee is to study the needs, possibilities and resources of the Town regarding community preservation by consulting with existing municipal boards; to hold public information hearings on the possibilities and make recommendations to Town Meeting for community preservation.

*Established pursuant to Article 2, Chapter 800, Section 2-808 of Town By-laws.*

### **Conservation Commission**

Consists of seven members appointed by the Select Board. Appointments are for staggered three-year terms. The purpose of the committee is to promote and develop the natural resources of the Town, protect the wetlands and watershed areas of the Town and to permit and regulate development within wetland areas.

Two Associate non-voting members.

*Established pursuant to Article 2, Chapter 800, Section 2-804 of Town By-laws.*

### **Council on Aging**

Consists of fifteen members appointed by the Select Board. Appointments are for staggered three-year terms. The Council on Aging recommends policies and oversees programs for the aging and identifies service needs of the elderly.

*Established pursuant to Article 2, Chapter 800, Section 2-802 of Town By-laws.*

### **Cultural Council**

Consists of nine members appointed by the Select Board. Appointments are for staggered three-year terms. Members are limited to two consecutive terms. The purpose of the council is to promote cultural activities in the community and to facilitate and coordinate the distribution of state arts lottery funds.

*Established pursuant to Article 2, Chapter 800, Section 2-803 of Town By-laws.*

### **Energy and Sustainability Committee**

Consists of seven members, four of whom are appointed by the Select Board; the School Committee, the Planning Board and Recycling Committee may each have a representative on the Committee. The Longmeadow Energy and Sustainability Committee is established to provide advice to the Select Board on policies, programs and issues promoting practices to reduce the town's 'carbon footprint' and preserve and enhance Longmeadow's environment, natural resources and quality of life for its residents and businesses; and provide leadership, education and outreach to members of the public, including residents, businesses and town agencies. *Established by the Select Board in June 2018.*

April 2019

### **Finance Committee**

Consists of seven members appointed jointly by the Moderator, the Finance Director and the Chairman of the Finance Committee. Appointments are for staggered three-year terms. The Finance Committee holds a hearing on the proposed Town budget and makes recommendations on the Town budget and all articles for Town meeting involving appropriations and reviews all transfers of money from the reserve fund.

*Established pursuant to Article 3, Chapter 400, Section 3-402 of Town By-laws.*

### **Wm. Goldthwait Fund Trustees**

Consists of three members appointed by vote at Annual Town Meeting. Appointments are for one-year terms. The trustees evaluate requests for financial help using guidelines provided in the will of the trust fund bequeathed to the Town in 1922. The fund provides for the relief of the poor in Longmeadow.

*Accepted by Town Meeting Vote May 21, 1923.*

### **Historic District Commission**

Consists of seven regular members and three alternates appointed by the Select Board. Appointments are for staggered three-year terms. A member may not serve for more than six consecutive years. The Commission is responsible for the preservation and protection of buildings, places and districts of historic or literary significance in the Town and application of the Historic District commission bylaw and to review applications to alter buildings and sites within the Historic District.

*Established pursuant to Article 2, Chapter 800, Section 2-805 of Town By-laws.*

### **Historical Commission**

Consists of not less than three nor more than seven members appointed by the Select Board. Appointments are for staggered three-year terms. The purpose of the Commission is to preserve and protect the Town's historical artifacts and assets.

*Established circa 1988, MGL Chapter 40, Section 8D.*

### **Park and Recreation Commission**

Consists of five members appointed by the Select Board. Appointments are for staggered three-year terms. The Commission provides guidance to the Park and Recreation Director regarding the programs, long range planning, use of parks, fields and facilities and reviews the Recreation Department's budget.

*Established pursuant to Section 4-2 of Town Charter.*

### **Recycling Commission**

Consists of not less than three nor more than seven members appointed by the Select Board. Appointments are for staggered three-year terms. The purpose of the Commission is to establish and administer the Town's recycling plan and develop programs to meet the recycling needs of the community.

Two Associate non-voting members.

*Established pursuant to Article 2, Chapter 600, Section 2-605 of Town By-laws.*

### **Registrars of Voters**

Appointed by the Select Board; three regular members and the Town Clerk for three year staggered terms. Members must represent the two leading political parties (*as defined in Chapter 50, Section 1 of the General Laws*) but not more than two (2) members of the same party including the Town Clerk. Their function and purpose is to serve as Election Commissioners.

*Established prior to 1915, Chapter 51, Section 15 of the General Laws*

### **Town Meeting Rules Committee**

Consists of five members appointed by the Moderator. Appointments are for staggered three-year terms. The Committee recommends to the Moderator rules for the conduct of business of the Town meeting and proposes amendments to the by-laws pertaining to the time, date and format of Town Meeting.

*Established pursuant to Section 2-5(b) of Town Charter.*

April 2019

### **Tree Committee**

Consists of five citizen members, the Tree Warden and Director of Parks and Recreation. Appointments are for staggered three-year terms. The Committee will help the Tree Warden in setting tree management priorities and in its role of seeking community forestry grants, would coordinate its efforts with the guidance of the Town Manager.

*Established by the Select Board in March 2006.*

*Citizen membership increased to five (5) by Select Board November 2, 2015*

### **Zoning Board of Appeals**

Consists of five regular members and three associates appointed by the Select Board. Appointments for regular members are for staggered five-year terms, and associates for staggered three-year terms. The Board hears and decides applications for special permits and petitions for zoning variances and hears and decides appeals in accordance with state and Town zoning regulations.

*Established pursuant to Article 1, Section C.1 of Zoning By-laws.*