



TOWN OF UXBRIDGE BOARD/COMMITTEE DESCRIPTIONS

Affordable Housing Committee (Board of Selectmen appointment)

The Committee assists the Board of Selectmen in its efforts to provide a full range of housing choices for households of all incomes, ages, and abilities. The Committee works to identify our workforce housing needs, to reduce the out-migration of our younger residents, and to minimize the displacement of our elderly on fixed incomes.

Board of Registrars (Board of Selectmen appointment)

The Board of Registrars is responsible for Registering Voters, Hearing complaints of illegal or incorrect registration, Preparing, updating and posting voting lists, Preparing and publishing listings of residents, certifying signatures on nomination papers and petitions, Hearing objections to local nomination papers and petitions, processing absentee ballot applications, Authorizing and issuing certificates to omitted voters on Election Day, Conducting Election Recounts

Bylaw Review Committee (Board of Selectmen appointment)

The Board of Selectmen shall at five-year intervals, in each year ending in five or in zero, cause to be prepared by a special committee appointed by it for that purpose, a proposed revision or recodification of all by-laws of the town which shall be presented to the town meeting for reenactment not later than at the annual town meeting in the year following the year in which the said committee is appointed. The said committee in its final or in an interim report shall include recommendations for such substantive change in town by-laws as it deems necessary or advisable. The review of town by-laws shall be in conjunction with the town counsel, or, by special counsel retained for that purpose. Subsequent to enactment by the town meeting, copies of the revised by-laws shall be forwarded to the attorney general of the commonwealth for approval, and they shall be otherwise published, all as required by general laws. Copies of the revised by-laws shall be made available for distribution to the public at a charge not to exceed the actual cost, per copy, of reproduction.

Cable Advisory Committee (Board of Selectmen appointment)

The Cable Advisory Committee is responsible for informing and educating the public about cable television service, Assess the cable needs of the community and recommend policy changes, Seek out contracts with cable operators in the best interest of the Town of Uxbridge, Conduct regular meetings with cable company representatives to discuss matters of mutual interest, Report to IA (Issuing Authority) on company compliance with the license, Oversees the day-to-day operation of PEG in concert with the PEG Coordinator and other subsequent staff. This would include: budget requests, studio space, staff management, technical issues and any other topics that arise, Supervise the company's response to complaints and respond to citizen questions regarding the cable system, keep abreast of community programming issues, Develop policies and operating procedures for PEG access television in concert with the IA.

Capital Planning Committee (Town Manager appointment)

The Capital Planning Committee shall recommend, to the Town, policies relative to the funding of capital projects through appropriations from the Capital Improvement Trust Fund or other funds available to the Town, and shall annually recommend priorities and schedules for such capital projects.

Charter Review Committee (Board of Selectmen (2)/School Committee (2)/Finance Committee (2)/Town Moderator (3) appointments)

The Board of Selectmen shall, at ten-year intervals in each year ending in a five or zero, appoint a special committee to be composed of nine members. Appointments to the committee shall be made as follows: the board of selectmen, school committee, and finance committee shall each designate two members, and the town moderator shall appoint three members. Persons appointed shall not be members of the boards or committees appointing them. Such committee shall be established for the purpose of reviewing this charter and to make a report to town meeting. Such report shall include any proposed amendments to the charter as the committee may determine to be necessary or desirable. The committee shall report to the annual town meeting in the year following its appointment.

Community Gardens (Town Manager appointment)

The committee shall oversee and manage the activities of the Uxbridge Community Gardens. The Mission of Uxbridge Community Gardens is to: provide community members of all ages and abilities an accessible place to meet and share a common interest in gardening while being able to provide healthy food for their families and friends, supply community members with the knowledge they need to create and maintain successful gardens while promoting sustainable gardening practices such as organic gardening and on-site composting, create partnerships between community members, schools, and local businesses while demonstrating social responsibility by sharing produce with the People First Food Pantry and Council on Aging.

Conservation Commission (Town Manager appointment)

The Uxbridge Conservation Commission is the governing body charged with the protection of Uxbridge's natural resources. The Commission was given responsibility in 1972 for administering the Massachusetts Wetlands Protection Act (M.G.L. C.131 § 40). Under this Act, the Commission reviews applications for permits to do work in and near wetlands, flood plains, banks, river front areas, beaches and surface waters. The Commission oversees approved projects and carries out enforcement duties if the Wetlands Protection Act is being violated. The Commission also undertakes the planning, acquisition and management of open space for passive use and the monitoring of conservation and agricultural preservation restrictions.

Council on Aging (Board of Selectmen appointment)

Board members will identify needs of Uxbridge elders, develop programs, and services to meet those needs to educate the community on elder issues and to advocate on behalf of elders. Board members will set goals and objectives and support staff in implementing and promoting the COA's mission.

Cultural Council (Board of Selectmen appointment)

The Local Cultural Council (LCC) Program is the largest grassroots cultural funding network in the nation supporting thousands of community-based projects in the arts, humanities, and sciences

annually. The program promotes the availability of rich cultural experiences for every Massachusetts citizen. Administered by 2,500 municipally appointed volunteers, the LCC network consists of 329 councils serving all 351 Massachusetts cities and towns. LCC projects take place in schools, community centers, libraries, elder care facilities, town halls, parks, and wherever communities come together. Individuals, schools, and cultural organizations are eligible to apply for project support from their local council.

Commission on Disability (Town Manager appointment)

Commission will advise and assist municipal officials in ensuring compliance with federal and state disability laws; review policies and activities of municipal departments and boards as they affect persons with disabilities; provide information, referral, advocacy and technical assistance to individuals, businesses, and organizations in all matters pertaining to disability; coordinate the activities of other local groups organized to meet the needs of persons with disabilities, Commission may receive gifts of property, both real and personal, subject to the approval the Board of Selectmen. Members should be people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official the Town. There shall be five to thirteen members, with three-year terms. The Commission should operate under the auspices of the Town Manager, and be required to file an annual report to the Town Clerk for inclusion in the Town's Annual Report on a yearly basis. The Commission should be required to post all meetings, record minutes, and file same with the Town Clerk in accordance with Town of Uxbridge by-laws and applicable Massachusetts General Laws and guidance for Commissions of Disability. All members, including the ADA Coordinator shall participate in relevant training offered by the Massachusetts Office on Disability (MOD) and other agencies and organizations on an annual basis.

Dog Park Committee (Town Manager appointment)

The Dog Park Committee shall oversee and manage the activities of the Town owned dog parks within the Town of Uxbridge in compliance with Massachusetts General Laws. Said Committee will also be given authority to accept grants, gifts or donations. The Dog Park Committee is hereby authorized to accept grants or gifts from the state and federal government, from a charitable corporation, from a private corporation, or from an individual. The Dog Park Committee is further authorized to deposit to said account all sums received in connection with the conduct of programs or activities it is authorized to conduct. Financial procedures The Dog Park Committee shall account for all program-related revenues in accordance with procedures set by the Town Manager or his/her designee.

Finance Committee (Town Moderator appointment)

The Finance Committee is responsible for making recommendations to be taken on the articles contained in a Town Meeting warrant and provide, with a brief written statement of the reasons for each such recommendation, Review and provide recommendations on the Town budget, Review and provide recommendations on the Capital Planning Program, Review and approve Reserve Fund transfers

Historic Cemetery Committee (Board of Selectmen appointment)

The Uxbridge Historic Cemetery Committee is charged with fostering the protection, preservation and appreciation of the community's historic burying grounds.

Historic District Commission (Board of Selectmen appointment)

The Purpose of the Uxbridge Historic District Commission is to protect and preserve the distinctive characteristics and architecture of the exterior of properties within the District that are visible from any public way.

Historical Commission (Board of Selectmen appointment)

Candidates should express an interest in the history of Uxbridge and preservation of the antiquity of the area, candidate should be a full-time resident of the town in good standing; candidate should be reasonably acquainted with the buildings in town and the area of Uxbridge, attend monthly meetings, educational background of a historical nature, which will be given consideration but is not essential

Housing Authority

The Housing Authority is responsible for the following, according to Section 3 of Chapter 121B of the Massachusetts General Laws: Clearance of substandard, decadent or blighted open areas; The provision of housing for families or elderly persons of low income; and, Land assembly and redevelopment projects, including the preservation, restoration or relocation of historical buildings.

Insurance Advisory Committee (Town Manager appointment)

Please see the Town Clerk's office for this Committee's purpose/charter.

Open Space Committee (Board of Selectmen appointment)

The committee is dedicated to protecting the town's quality of life by preserving its open spaces, its natural resources, its historic treasures and its small-town character. It will also keep an inventory of and manage town-owned parcels of land. Responsibilities including increasing awareness and the enjoyment of Uxbridge's protected lands and natural resources and educate the public on open space issues; identify all properties that are currently owned by the Town and develop a plan to manage and maintain these properties; identify priority parcels among properties currently owned by the town to make recommendations for protection under Conservation Restriction or Article 97; work with public officials, private landowners, and land trusts to identify opportunities for open space management, protection or acquisition, help the town develop bylaws, regulations, and planning strategies to preserve open space, enhance natural habitats, and ensure that rapid development does not over burden town services or town taxpayers, create an open space plan for the town which meets state requirements to be eligible to apply for grant funding, coordinate with the planning board to provide an open space and recreation plan which would become part of the town's master plan discussed in MGL Chapter 41, Section D.

Parade Committee (Board of Selectmen appointment)

The Parade Committee is responsible for coordinating parades and other town celebrations.

Planning Board (Town Manager appointment)

The Planning Board provides assistance regarding land use development and related questions and projects, Provide staff review and recommendations for land use applications, Ensure compliance with permit requirements during development phase, Review and respond to public inquiries and concerns regarding land use issues, Assist applicants in all types of project

development applications, When possible, coordinate application/plan reviews among Departments, Assist the Town Manager, Board of Selectmen, other departments and Boards on land used and economic development projects and questions, Pursue and manage grant applications, Coordinate, internally, the Building, Conservation, Economic Development, Health, Planning and Zoning Board of Appeals and other various departments.

Pout Pond Recreation Committee (Town Manager appointment)

The Committee shall oversee and manage all activities and passive recreation at Pout Pond in full compliance with Massachusetts General Laws, the Wetlands Protection Act, and Conservation Land Laws and Regulations. The Conservation Commission shall approve and authorize all such activities. The Committee is appointed by the Town Manager

Public Safety Committee (Town Manager appointment)

Please see the Town Clerk's office for this Committee's purpose/charter.

Recreation Committee (Board of Selectmen appointment)

The Committee is authorized to accept grants and gifts, with the approval of the BOS, they may expend funds from the said account for any recreational purposed it is authorized with perform without further appropriations.

Recycling and Sustainability Committee (Board of Selectmen appointment)

Advise and report to the Board of Health. Board of Selectmen appoints the 5-member board with 2 alternates.

Scholarship Committee (Board of Selectmen appointment)

The Town of Uxbridge Scholarship Fund Committee awards scholarship(s) annually to residents of the Town of Uxbridge. This unique scholarship fund provides financial assistance to any Town resident who is pursuing a degree or certification after receiving a high school diploma or G.E.D.

Stormwater Committee (Town Manager appointment)

The Town of Uxbridge Stormwater Committee is charged with overseeing the implementation of the town's Stormwater Management Plan (SWMP), drafted as a requirement under the NPDES Permit and to continuously evaluate the SWMP for its effectiveness. The Stormwater Committee is made up of key municipal officials and members of the public. The Stormwater Committee works toward permit compliance through implementation of a number of initiatives associated with the requirements found in the Stormwater Management Plan.

Town Common Committee (Town Manager appointment)

The Committee explores various options for short term and long-term improvements to the Town Common, to include but not limited to making recommends to the Board of Selectmen, replacement and location of playground equipment, landscaping, improved and updated signage, location of public tables and park benches, memorial stones and monuments.

Trustees of Soldiers Memorials

The purpose of such trustees is to have charge and control of the construction of any such memorials and to have custody and care thereof after the construction is complete. In addition,

the trustees are responsible for the care, custody and control of all soldiers' memorials in the town of Uxbridge.

Uxbridge High School Scholarship Fund Committee (Board of Selectmen appointment)

The Uxbridge High School Scholarship Fund Committee awards scholarship(s) annually to a graduating Uxbridge High School senior(s).

Virginia Blanchard Scholarship Committee (Board of Selectmen appointment)

The committee determines scholarship perimeters and selection criteria of the Uxbridge High School recipients.

Wastewater Building Committee (Board of Selectmen appointment)

Provides advice to the Board of Selectmen regarding the Water and Sewer systems for the Town including; review with the Department of Public Works, and recommend items to be included in the enterprise systems for the water and sewer systems; review all applications for abatement of water and sewer charges and forward their recommendation to the Town Manager and Board of Selectmen for review and action; review the Department of Public Works' recommendations and provide input with regard to inclusion of items in the annual capital budget and capital improvements and make appropriate recommendations to the Planning Board and Board of Selectmen; review with the Department of Public Works, from time to time, the Town's water and sewer ordinances and make recommendations to the Board of Selectmen regarding any amendments; review with the Department of Public Works, from time to time, the rate structure for water and sewer charges, and make recommendations regarding same to the Board of Selectmen including service and user charges, and metering methods; hold at least one public water rate hearing and one public sewer rate hearing each year; advise the Board of Selectmen their recommendation regarding water and sewer rates for the upcoming year.

Zoning Board of Appeals (Town Manager appointment)

In accordance with MGL Ch. 40A, Sec. 14 and the Bylaws of the Town of Uxbridge, the Board: hears appeals from anyone denied an Uxbridge building permit, hears appeals from anyone denied zoning enforcement action by the Town of Uxbridge, hears appeals from anyone seeking to overturn a decision by the Zoning Enforcement Officer, hears appeals from anyone seeking a special permit or variance under MGL Ch. 40A, hears those appealing under MGL Ch. 41, Sec. 81Y to 81 CC; or a comprehensive permit.

If interested, please complete a Talent Bank Form.

Forms can be found on the town's website:

<http://www.uxbridge-ma.gov/board-selectmen/webforms/talent-bank-form-volunteer-form>

***A 10-day posting is required before a member can be appointed to a Committee.**