



OFFICE OF THE TOWN MANAGER  
OFFICE OF THE BOARD OF SELECTMEN  
UXBRIDGE TOWN HALL  
21 SOUTH MAIN STREET  
UXBRIDGE, MASSACHUSETTS 01569-1326  
508-278-8600

June 4, 2020

REC'D UXB TOWN CLERK  
2020 JUN 4 AM 9:37

## **VOLUNTEER OPPORTUNITIES**

The Town of Uxbridge is seeking volunteers to fill openings/anticipated openings on each the following committees/boards. Below is a brief description: Please submit an online talent bank form no later than 6/15/20 to be considered.

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

### **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.

### **By-law 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)

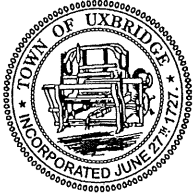
The Cable Advisory Committee is responsible for informing and educating the public about cable television service, Assess the cable needs of the community and recommend policy changes, Seek out contracts with cable operators in the best interest of the Town of Uxbridge, Conduct regular meetings with 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.

### **Community Gardens** (Town Manager appointment)

The committee shall oversee and manage the actives 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.



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### **Conservation Committee** (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.

### **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.

### **Historic Cemetery Commission** (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.

### **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

### **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.

### **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.



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### **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.

### **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 will be work 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.

### **Virginia Blanchard Memorial Scholarship** (Board of Selectmen appointment)

Annually, the Committee reviews essays and selects scholarship winner(s).

### **Wastewater Committee** (Town Manager appointment)

The Committee is charged with oversight of the construction associated with the wastewater treatment facility upgrades (WWTF) and West River Pump Station (WRPS) construction projects.

### **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.