



TOWN OF NORTHBOROUGH

Overview of Our Boards, Committees, and Councils

Council on Aging (1 Vacancy)

The Council on Aging consists of nine members appointed by the Board of Selectmen for three-year terms. The purpose of the Council on Aging is to maintain or increase the quality of life for the mature citizens of the community.

This is done through support, advocacy, planning, coordination, and implementation of programs that bring mature citizens together for social, recreational, and educational purposes. They seek to educate the entire community and enlist its support and participation.

Community Affairs Committee (1 Vacancy)

The Community Affairs Committee consists of nine members appointed by the Board of Selectmen for three-year terms. The purpose of the Committee is to promote community life and publicity for the Town by holding functions such as social events, heritage days, parades, and other Town events for the enjoyment of the citizens.

Cultural Council (3 Vacancies)

The Northborough Cultural Council (NCC) was established to promote the arts and help develop cultural programs throughout the community by establishing funding priorities that aim to bring community-oriented arts, music, and humanities projects to Northborough.

Elderly & Disabled Taxation Fund Committee (1 Vacancy)

The Elderly & Disabled Taxation Fund Committee (EDTFC) consists of the Town Assessor and Town Treasurer/Collector and three members appointed by the Board of Selectmen for three-year terms. The Northborough Elderly & Disabled Taxation Fund (EDTF) is a local program to provide partial real estate tax relief to low-income elderly/disabled citizens. The EDTF assists needy citizens who do not qualify for, or who may be incompletely assisted by, other state and local tax relief measures.

Citizens established the EDTF at the April 2001 Town Meeting by voting to accept the provisions of Massachusetts General Law Chapter 60 Section 3D. The program is funded by "senior/disabled" check-off donations made by taxpayers with payment of their municipal tax bills, and by donations from local businesses and community groups. Program policy is defined and implemented by the committee. The committee conducts an annual award cycle, accepting applications from January through March and disbursing awards by June.

Historic District Commission (5 Vacancies)

The Historic District Commission consists of seven voting members and up to seven alternate members appointed by the Board of Selectmen for three-year terms. The Commission shall conduct research into places of historic value and shall seek to coordinate the activities of unofficial bodies organized for similar purposes.

The Commission may acquire by gift, purchase or otherwise artifacts, books, paintings, and other materials of historic value and shall provide a proper place for the storage and display of any such materials. The Commission may recommend the certification of places of interest as historical landmarks to the Town Meeting for the purpose of protecting and preserving such places. The Commission may acquire in the name of the Town by gift, purchase, grant, bequest, devise, lease or otherwise the fee or lesser interest in real or personal property of significant historical value and may manage the same. (MGL Ch. 40, Section 8D)

The Commission shall compile and maintain an inventory of the Town's historic assets; initiate and encourage activities to educate and to broaden community awareness of Northborough's historical heritage; work with individuals, public and private groups to promote preservation; encourage and support local historic districts; prostate, preservation information and guidance; maintain a close working relationship with the Northborough Historical Society; and solicit preservation funding from local, state and private agencies. Its mission is to identify, evaluate and preserve the historical heritage of the town of Northborough.

The Historic District Commission reviews any exterior changes that are proposed for houses located within the town's historic districts. Please refer to the guideline and application form below.

The Board of Library Trustees (1 Vacancy)

The Board of Library Trustees consists of nine members appointed by the Board of Selectmen for three-year terms. The Library Director is appointed by the Library Trustees and shall serve as an ex officio member of the Board. The Trustees have the responsibility for the care, superintendence, and management of the Northborough Free Library. The Town Administrator shall be responsible for carrying out the policies of the Board and may make policy recommendations to the Board.

The property, affairs, and business of the Library are managed by the Board of Trustees, who govern the library, establish its policies, organize its administration, determine its operation, authorize expenditure of funds, and otherwise manage its affairs.

The Mission of the Northborough Free Library is to provide its customers with a selection of printed, recorded, or electronic materials for all ages. Materials are purchased for recreation, independent learning, and vocational and educational support. In addition, the Library provides access to materials and information in other libraries or organizations, and from remote electronic databases. The Library also serves as a center of community activity, with programs for preschoolers to the elderly; a meeting place for civic, cultural, social, and other non-profit organizations; and a distribution point for local information.

Master Plan Implementation Committee (1 Vacancy)

On September 28, 2020, the Northborough Board of Selectmen established a Master Plan Implementation Committee with the following charge:

- Periodic evaluation of the plan to see if conditions change or new information becomes available that could affect the implementation schedule.
- Collaborate with other boards, committees, and departments to stay on track with the implementation schedule.
- Provide progress reports to the Board of Selectmen and Town Meeting, as appropriate.
- Help to deliver support for proposed actions to implement by keeping citizens actively engaged in planning and committed to the success of the Master Plan.
- Working with the Planning Board on zoning articles which forward the goals and recommendations.
- Continuing to work with boards, committees, departments, and residents on implementation tasks that require additional planning work.

Open Space Committee (1 Vacancy)

The Open Space Committee is a subcommittee of the Conservation Commission. It consists of ten members: one each from the Planning Board, Conservation Commission, Parks & Recreation Commission, Board of Selectmen, and the remaining six members are appointed by the Board of Selectmen for three-year terms.

The Open Space Committee is responsible for the identification and preparation of proposals for Town Meeting of properties to be acquired for open space and/or recreational use. The Open Space Committee also considers alternative methods for open space preservation, including but not limited to grants, donations, and conservation easements.

Scholarship Committee (2 Vacancies)

The Town of Northborough voted to accept a local option to create a voluntary "check-off" fund on the tax bills to establish the Scholarship Fund in May 1988. This aligns with Massachusetts General Laws Chapter 60, Section 3C.

The Northborough Scholarship Committee was established by the Board of Selectmen in 2001. It is currently comprised of six volunteer voting members, who are appointed to three-year terms by the Board of Selectmen. A representative from the school district is also invited to participate in a non-voting role.

The goal is to recognize high school senior students, who reside in Northborough, and provide them with some financial assistance for their post-secondary education.

Consideration is given to the student's academic standing, financial need, employment and community service experiences, school/extracurricular activities, and essay.

The Scholarship Fund does not receive any money from the town budget; it relies solely on the generosity of the community. The number of scholarships and the amount awarded is decided annually by the Committee based on available funds.

In 2023, a total of \$3,300 in scholarship funds was awarded. Thank you to all who contributed to make these awards possible. The recipients were James Benestad (St. John's High School), Julia Galas (Algonquin Regional High School), Gabriel Gomes

(Algonquin Regional High School), Marianna LoRusso (Algonquin Regional High School), Isabelle McNulty (Algonquin Regional High School), Muhammed Sall (Assabet Valley Regional Technical High School) and Allison Silva, (Algonquin Regional High School)

Youth Commission (3 Vacancies)

The Youth Commission consists of seven members appointed by the Select Board for three-year terms. The Commission shall investigate and conduct programs for the youth of the Town, and shall have the responsibility for the care, superintendence, and management of such programs.

The Town Administrator shall be responsible for carrying out the policies of the Commission and may make policy recommendations to the Commission. The Commission also evaluates community needs and advocates in developing and supporting resources for Northborough families.

The Commission shall be seen as a vehicle to carry out programs which may be designed or established to meet the opportunities, challenges and problems of the youth and their families of Northborough and in conjunction with any similar or related programs of any agency of the commonwealth or any agency of the federal government.

Members of the clergy in Northborough shall be honorary members of the Youth Commission and shall be entitled to all the privileges of the members except the right to vote. Associate members shall be elected by a majority vote of the members of the Youth Commission from those persons in the Town indicating their desire to be so associated. Associate members shall be entitled to all the privileges of members except the right to vote.

Appropriations Committee

The Appropriations Committee consists of six members appointed by the Town Moderator for three-year terms. Under the Town Charter and bylaws, the role of the Appropriations Committee is to advise Town Meeting regarding all Articles involving the appropriation or expenditure of money.

Immediately following the presentation of a monetary article at Town Meeting, the Committee must report to the Meeting its recommendation of approval or disapproval of such appropriation or expenditure, together with the reasons, therefore.

Board of Assessors

The Board of Assessors consists of three members appointed by the Town Administrator for three-year terms. The Board works under the general policy direction of the Board of Selectmen and the general administrative direction of the Town Administrator and is responsible to direction from the Department of Taxation.

The Board of Assessors shall annually make a fair cash valuation of all property, both real and personal, within the Town and shall have all of the powers and duties and obligations with regard to the preparation of commitment lists and the fixing of the annual tax rate, the abatement of taxes, the assessment of betterment fees and such matters that Boards of Assessors may have under the Constitution and laws of the Commonwealth, the Town Charter, Bylaws and the Code.

The Board of Assessors is responsible for the appraisal of real and personal properties to determine the fair value, the assessment of taxes and for assistance in administering the operation of the office. Duties also include sales verification, building permits and abatement reviews.

Board of Health

The Board of Health is dedicated to keeping the Town of Northborough a healthy and environmentally safe place to live. We strive to do this through the development and implementation of programs that seek to prevent the outbreak of infectious diseases and by controlling environmental health hazards.

Through the enforcement of State statutes and regulations regarding on-site sewerage treatment and disposal systems (Title V), restaurant sanitation and tobacco control we further endeavor to protect, preserve, and improve the health of our citizens.

Board of Trustees - Special Benevolent Funds

The Board of Trustees of Special Benevolent Funds consists of three members appointed by the Board of Selectmen for three-year terms, with the Family & Youth Services Director as Staff Liaison.

The Board shall work under the general direction of the Board of Selectmen and shall administer the funds according to the provisions of the will or grant under which the funds were established.

Cemetery Commission

The Cemetery Commission consists of three members appointed by the Town Administrator for three-year terms. The Commission is responsible for the care, superintendence, and management of all public burial grounds. The Town Administrator is responsible for carrying out the policies of the Commission and may make policy recommendations to the Commission.

Community Preservation Committee

Community Preservation Committee is responsible for the expenditures authorized by the adoption of the Community Preservation Act. The Committee evaluates community preservation needs, develops a long-range community preservation plan, and makes recommendations for the CPA Fund expenditures at Town Meeting.

The Community Preservation Committee consists of nine members, one each from the Open Space Committee, the Conservation Committee, the Planning Board, the Parks & Recreation Commission, the Historical Commission, the Housing Authority, and three members appointed by the Board of Selectmen for three-year terms. The Community Preservation Act (CPA) is a funding tool to assist communities with the protection and acquisition of open space, preservation of historic resources, and the creation of affordable housing.~ The CPA provides for local autonomy in deciding where and how funds will be spent. It is the responsibility of the Committee (CPC) to consult with Town departments and boards and community organizations; evaluate community preservation needs, develop a long-range community preservation plan; and make recommendations for CPA fund expenditures at Town Meeting.

Conservation Commission

The Conservation Commission consists of seven members appointed by the Board of Selectmen for three-year terms. The purpose of the Commission is to promote and develop the natural resources and to protect the water resources of the Town as provided for under MGL Ch. 40, Section 8C, as amended.

The Commission will conduct research into local land areas and develop a conservation and outdoor passive recreation plan to accomplish the purpose set forth. It will conduct broad educational programs, cooperate with elected and appointed boards and commissions of the Town, and with the State and Federal Department of Environmental Affairs with regard to natural resources regulations and other regulations imposed by law and shall perform other duties as may be imposed by law.

The Conservation Commission's charge is to protect the wetlands-related water resources and adjoining land areas in Northborough as mandated by the MA Wetlands Protection Act and the Northborough Wetlands Bylaw. This is achieved through a permitting process designed to minimize the impact of activities on wetland values, including public or private water supply, groundwater, flood control, erosion and sedimentation control, storm damage prevention, water pollution prevention, fisheries, freshwater shellfish, wildlife habitat, recreation, aesthetics, agriculture, and aquaculture values.

Activities proposed within 100 feet of any Resource Area are subject to review by the Commission. Resource Areas include freshwater wetlands, bordering vegetated wetlands, marshes, wet meadows, bogs, or swamps; any bank, beach, lake, river, pond, stream, or any land under said waters; any land subject to flooding or inundation by groundwater, surface flowage. Any project in any Riverfront Area (area within 200' of a perennial stream) is also subject to review by the Commission. The Commission will also adhere to the existing regulations of MGL C. 131, Section 40, the Wetlands Protection Act.

Design Review Committee

The Design Review Committee works to preserve historic land uses and structures and to promote architectural and ecological considerations for the betterment of the community. The design review process is intended to provide guidance to the proponent in the development of the site and design of the building.

Diversity, Equity, Inclusion & Belonging Committee

The Diversity, Equity, Inclusion & Belonging Committee shall serve in an advisory capacity to the board of selectmen, and shall have the following charge and responsibilities:

1. Create action plans for advancing the purposes and goals of the committee. This shall initially include involvement in the diversity, equity, inclusion and belonging strategic planning process as recommended during the committee initial term, and ultimately assist the administration with implementation of the completed strategic plan.
2. Recommend resolutions or policies for adoption.
3. Recommend programs, activities, events, and initiatives to promote diversity, inclusion, awareness, and anti-discrimination in the town.
4. Promote an understanding of the diverse cultures within the town and surrounding areas by working with governmental and non-governmental organizations through education,

organization of community events, conferences, public speaking programs, educational panels, celebrations, and other community actions.

Earthwork Board

The Earth Removal Board, created in 1971, was formed to implement the Earth Removal Bylaw which, at the time, was passed primarily to prevent soil stripping and the creation of unsafe and unsightly conditions in Town.

The Earth Removal Board consists of five members, one each appointed by the Moderator, the Board of Selectmen, the Conservation Commission, the Zoning Board of Appeals, and the Planning Board for three-year terms. The Earth Removal Board conducts hearings and issues permits for the removal of earth material from any land not in public use in accordance with Town Bylaws.

Financial Planning Committee

The Financial Planning Committee consists of six members, three appointed by the Moderator, one by the Planning Board, one by the School Committee, and one by the Appropriations Committee, for three-year terms.

The Financial Planning Committee serves in a research, study and advisory capacity to the Board of Selectmen, the Appropriations Committee and the Town Administrator on long-range and short-range financial planning matters and assists the Town Administrator in the development of a five-year capital improvement program as provided for in the Town Charter.

Municipal Code & By-Law Committee

The Municipal Code & Bylaw Committee consists of five members appointed by the Moderator for three-year terms. The Committee organizes the Municipal Code as to form, maintains the Code in current form, advises Town Meeting as to new bylaws, and annually reports recommendations for future legislation to the Board of Selectmen.

Parks & Recreation Commission

The Parks & Recreation Commission consists of five members appointed by the Board of Selectmen for three-year terms. The Commission is responsible for the care, superintendence and management of the public recreation programs and facilities and public parks and playgrounds under its control.

Personnel Board

The Personnel Board consists of six members appointed by the Moderator for three-year terms. The Board is responsible for the administration of the classification and compensation plans and exercises this responsibility through the Town Administrator according to the provisions of the Consolidated Personnel Bylaw for the Town of Northborough, as amended.

Recycling Commission

The Recycling Commission is responsible for proposing, supporting, and monitoring recycling projects in order to increase the percentage of items recycled and reduce the volume of recyclable items that are disposed of in the municipal solid waste. The

Commission consists of five members appointed by the Board of Selectmen for indefinite terms. The Commission may elect associate members.

Registrar Board

The Registrar Board consists of three members appointed by the Board of Selectmen to three-year terms. The Town Clerk is an ex officio member. The members of the Board of Registrars of Voters shall represent the two leading political parties, and in no case shall an appointment be made so as to cause the Board to have more than two members, including the Town Clerk, of the same political party.

The Board of Registrars of Voters supervises the qualification of persons to vote; certifies the names of voters on nomination papers and petition forms; and holds hearings and decides all disputes relating to these matters.

Traffic Safety Committee

Traffic Safety Committee Mission Statement: The mission of the Northborough Traffic Safety Committee is to improve livability, drivability, accessibility, and all forms of pedestrian and intermodal transportation in Northborough.

Trails Committee

Trails Committee works to develop and maintain a viable recreational trail system in Northborough on public and private property by utilizing volunteers from the community.

Water & Sewer Commission

The Water & Sewer Commission consists of three members appointed by the Town Administrator for three-year terms. The Commission is responsible for the care, superintendence, development and management of the Town's water supply and facilities and the Town's sewerage system.

Zoning Board of Appeals

The Zoning Board of Appeals consists of five members and two alternates appointed by the Board of Selectmen for three-year terms. The Board shall hear and decide all appeals of actions taken by the Building Inspector on matters which arise out of the enforcement of Town bylaws relating to the construction, reconstruction, demolition or repair of buildings and other structures within the Town.

The Board of Appeals shall also hear and decide all appeals of actions taken by the Planning Board and other town officers under the Zoning Ordinance and Subdivision Control Regulations.