



TOWN OF WESTBOROUGH MASSACHUSETTS

OFFICE OF THE SELECT BOARD
SEPTEMBER 2022

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BOARD/COMMITTEE DESCRIPTIONS

Below, please find a list of boards/committees/commissions and a brief summary of the scope of their work. To find more detailed information, please visit the Town's web page at <https://www.westboroughma.gov/boards>

ACTIVE TRANSPORTATION & SAFETY COMMITTEE

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 3 years

MISSION: "To create a comprehensive view of active transportation related activities in Westborough. The committee will make it possible for all town groups and departments to coordinate activities that involve or affect cycling and walking activities and safety in Westborough." (Taken from their web page.)

ADVISORY FINANCE COMMITTEE

APPOINTING AUTHORITY: Town Moderator

APPOINTMENT TERM: 3 years

MISSION: "To fulfill its advisory role with respect to matters relating to the appropriation, borrowing, and expenditure of monies by the Town, and carefully reviewed its Comprehensive Fiscal Policies, its debt strategy, and the financial administrative practices of town departments". (Taken from their web page.)

BOARD OF ASSESSORS

APPOINTING AUTHORITY: Town Manager

APPOINTMENT TERM: 3 years

MISSION: To assess and place a value on all real and personal property within a town, in accordance with Massachusetts General Law Chapter 59 Section 38.

BOARD OF HEALTH

APPOINTING AUTHORITY: Town Manager

APPOINTMENT TERM: 3 years

MISSION: "The mission of the Board of Health is to prevent and control the spread of disease, prevent injury, address environmental issues that impact public health and all other issues

directed to the Board of Health, and to be an essential participant in protecting and improving the health and well-being of all people within the Town”. (Taken from their web page.)

CAPITAL EXPENDITURES PLANNING COMMITTEE

APPOINTING AUTHORITY: Town Moderator

APPOINTMENT TERM: 3 years

MISSION: To adhere to the Town’s Capital Improvement Plan, which is a multi-year review of major projects from Town departments, boards and committees. The Committee evaluates and prioritizes projects such as land/building development, purchases of assets like vehicles and technology, facility maintenance and to make recommendations on funding sources.

COMMUNITY PRESERVATION COMMITTEE

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 2 years

MISSION: Established by a vote at Annual Town Meeting in March 2023, this committee is comprised of representatives from the Conservation Commission, Historic Commission, Planning Board, Recreation Commission, Open Space Preservation Committee, Affordable Housing Trust, Housing Authority and Two At Large Members. This committee is charged with developing a Community Preservation Plan and to recommend the allocation of funding for projects to be approved by a Town Meeting vote.

CONSERVATION COMMISSION

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 3 years

MISSION: “The Westborough Conservation Commission and staff work with landowners to administer and enforce state and local wetlands regulations. We are also responsible for natural resource management and protection, and are also actively engaged in land preservation efforts and environmental education”. (From their web page)

COUNCIL ON AGING

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 3 years

MISSION: To provide support, advocacy, services and activities to aging community members, their families and caregivers.

CULTURAL COUNCIL

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 3 years

MISSION: “The Westborough Cultural Council is the local representative of the Massachusetts Cultural Council (MCC), and is one of over 300 local councils responsible to every community in the Commonwealth. Our mission is to enhance the Town's cultural life. We do this by awarding grants to deserving projects such as performances, field trips, school programs, concerts, broadcasts — programs that are part of people’s everyday lives”. (Taken from their web page).

DESIGN REVIEW BOARD

APPOINTING AUTHORITY: Planning Board

APPOINTMENT TERM: 3 years

MISSION: “The purpose of the Design Review Board is to provide a detailed review of external structural design and/or exterior alterations having substantial impact on any building, except single or two family residences, within 2500 feet of the Rotary. Board membership must consist of residents of the town as follows: Planning Board member or his/her designee; one person qualified by training in architecture or landscape design; one person owning business property in the Downtown District; one person qualified by training in graphic arts or design; one member of the Historical Commission; and two alternates, one of whom shall be a business owner in the area.” (Taken from their web page)

DISABILITY COMMISSION APPOINTING

AUTHORITY: Town Manager APPOINTMENT

TERM: 3 years

MISSION: “The mission of the Disability Commission is to collaborate with community leaders, town officials, residents, businesses, and organizations to promote awareness and full participation of people with disabilities in the town. The Commission works with the Town of Westborough to ensure compliance with state and federal regulations regarding people with disabilities”. (Taken from their web page)

DIVERSITY & INCLUSION COMMITTEE

APPOINTING AUTHORITY: Town Manager

APPOINTMENT TERM: 3 years

MISSION: “The Diversity and Inclusion Committee was established in 2016 with a mission “To review Town services to ensure services are provided equally and are accessible to all residents and further to identify ways to promote increased diversity and inclusiveness in Town services, employment, and volunteer opportunities”. (Taken from their web page)

ECONOMIC DEVELOPMENT COMMITTEE

APPOINTING AUTHORITY: Select Board APPOINTMENT

TERM: 1 year

MISSION: “The Westborough Economic Development Committee (EDC) was formed from Article 4 of a Special Town Meeting on October 20, 2008. The purpose of this committee is to: promote business development in the Town of Westborough, provide advice to the Board of Selectmen on economic development policy, meet with current Westborough business and prospective business CEOs and management teams, work cooperatively with businesses and state agencies to retain current businesses and attract new business and development to Westborough”. (Taken from their web page)

HISTORICAL COMMISSION

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 3 years

MISSION: “Is a legal body formed under M.G.L. Chapter 40, Section 8D, and is mandated to protect and preserve historic structures, properties, cemeteries and archaeology sites in the Town of Westborough”. (Taken from their web page).

HOCOMONCO POND REUSE COMMITTEE

APPOINTING AUTHORITY: Select Board APPOINTMENT

TERM: 3 years

MISSION: “makes recommendations to the Board of Selectman on the future use and redevelopment of the Hocomonco Pond parcel”. (Taken from their web page)

HOUSING PARTNERSHIP COMMITTEE

APPOINTING AUTHORITY: Select Board APPOINTMENT

TERM: 3 years

MISSION: “The mission of the Westborough Housing Partnership is to encourage continued availability of well-designed, well-built affordable homes so that people of all economic levels can find a home in Westborough”. (Taken from their web page)

MUNICIPAL BUILDING COMMITTEE

APPOINTING AUTHORITY: Town Manager

APPOINTMENT TERM: 3 years

MISSION: This committee oversees and makes recommendations on municipal building projects.

OPEN SPACE PRESERVATION COMMITTEE

APPOINTING AUTHORITY: Select Board APPOINTMENT

TERM: 3 years

MISSION: “The Westborough Open Space Preservation Committee (OSPC) was originally created by an act of Town Meeting in 1987. Over the past 25 years, the committee has worked to advocate for the protection of open space in the Town of Westborough. The Committee's mission was reestablished by Town Meeting in the spring of 2011, and the committee is now charged with: updated and writing the Open Space and Recreation Plan, advocating for the protection and use of open space in Westborough and providing recommendations to the Board of Selectmen related to Chapter 61A land” (Taken from their web page)

PLANNING BOARD APPOINTING

AUTHORITY: Elected APPOINTMENT

TERM: 5 years

MISSION “The Planning Dept. is to serve the residents and business owners by providing oversight of the Zoning Bylaws, Subdivision Rules & Regulations, Master Plan, Open Space & Recreation Plan and Housing Plan”. (Taken from their web page)

RECREATION COMMISSION

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 3 years

MISSION: “The Westborough Recreation Department operates and oversees a dynamic array of programs, events, playgrounds, parks, fields, and even a golf course! We strive to serve all of our residents and encourage every one of all ages and abilities to engage with our lively sports, creative programs, and remarkable facilities. PLAY MORE — Westborough!” (Taken from their webpage)

SANDRA POND/CONSERVATION AREA OFFICERS

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 1 year

MISSION: The role of the officers are to supervise and uphold the allowable uses for the Bowman Area Conservation area and Town reservoir at Sandra Pond.

SCHOOL BUILDING COMMITTEE

APPOINTING AUTHORITY: Moderator

APPOINTMENT TERM: indefinite

MISSION: This committee oversees and makes recommendations on school building projects.

SELECT BOARD

APPOINTING AUTHORITY: Elected

APPOINTMENT TERM: 3 years

MISSION: The Select Board are the Chief Executive Officers of the Town. They are responsible for the development of the annual budget, Town Meeting warrants, enacting contracts with cable companies and electric aggregation programs, are the appointing authority of the Town Manager, Police Chief, Fire Chief and Department of Public Works Director.

SENIOR/DISABLED TAXATION AID COMMITTEE

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: indefinite

MISSION: This committee upholds the Mass General Law statute” A city or town which accepts the provisions of this section is hereby authorized, subject to the approval of the commissioner, to design and designate a place on its municipal tax bills, or the motor vehicle excise tax bills, or to mail with such tax bills a separate form, whereby the taxpayers of said city or town may voluntarily check off, donate and pledge an amount not less than \$1 or such other designated amount which shall increase the amount otherwise due, and to establish a city or town aid to the elderly and disabled taxation fund for the purpose of defraying the real estate taxes of elderly and disabled persons of low income”.

SENIOR/DISABLED TAXATION RELIEF COMMITTEE

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: indefinite

MISSION: “The Committee is charged to: (a) examine fiscally sound ways Westborough can maximize senior taxation relief and (b) examine ways of raising revenue to fund senior tax relief. The Committee is expected to report its findings including various options and recommendations within one year of the Committee’s creation; (c) determine methods of marketing the Senior/Disabled Tax Relief Program to increase donations”. (Taken from their web page)

SUSTAINABLE WESTBOROUGH

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 3 years

MISSION: “to promote environmental responsibility and energy efficiency within the Town of Westborough while working in consultation with the Select Board, town committees and various town departments. With sensitivity to the most vulnerable residents and businesses in the community, we will recommend actions to reduce the community’s carbon emissions consistent with the Commonwealth’s climate goals and to minimize other environmental impacts. Proposals will be guided by the environmental and economic cost of actions and inaction”. (Taken from their webpage)

TREATMENT PLANT BOARD

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 3 years

MISSION: “The purpose of the Board is to operate the Wastewater Treatment Plant to treat the waste waters of the Towns of Westborough and Shrewsbury in accordance with the intermunicipal agreement. The plant also treats wastewater from a portion of Hopkinton”. (Taken from their web page)

TRUSTEES OF SOLDIERS MEMORIALS

APPOINTING AUTHORITY: Elected

APPOINTMENT TERM: 3 years

MISSION: “The Trustees of Soldiers’ Memorials is established under the provisions of Massachusetts General Laws Chapter 41. The Trustees are responsible for the care and maintenance of Westborough’s ten war memorials as listed in the Annual Town Report”. (Taken from their website)

VETERANS ADVISORY BOARD

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 1 year

MISSION: “advocates for all military veterans to ensure every veteran in Westborough is treated with dignity and respect, promulgates information about benefits and policies as they pertain to Westborough veterans, raises awareness about veterans throughout our community, and renders assistance to the District Director of Veterans’ Services upon request. For town celebratory activities like (but not limited to) Memorial Day and Veterans’ Day, the WVAB takes the lead in planning and execution. The Westborough Veterans’ Advisory Board (WVAB) seeks to make our community a remarkable place for a veteran to call “home.” (Taken from their web page)

WESTBOROUGH AFFORDABLE HOUSING TRUST

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 3 years

MISSION: “is to provide for the creation and preservation of affordable housing units in Westborough for the benefit of low- and moderate-income households, and support efforts to improve housing affordability for our community in general”. (Taken from their web page)

WESTBOROUGH SPIRIT COMMITTEE

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 1 year

MISSION: “to keep the Town of Westborough informed and connected, highlighting and fostering an inclusive community spirit among all residents. The committee strives to spark engagement and enthusiasm in Westborough through event promotions and local activity spotlights”. (Taken from their web page)

YOUTH COMMISSION

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 3 years

MISSION: “to advocate for the needs of the youth and families of Westborough” (Taken from their web page)

ZONING BOARD OF APPEALS

APPOINTING AUTHORITY: Select Board

APPOINTMENT TERM: 3 years

MISSION: “hears requests for Appeals; Variances; and Special Permits (Zoning Bylaws, Sections 1310, 1320, and 1330 / M.G.L. Ch. 40A). The Board also hears and makes decisions on requests for Comprehensive Permits (M.G.L. Ch. 40B). Decisions of the Board for each request must be filed with the Town Clerk within the prescribed time.” (Taken from their web page)