

BOARD AND COMMITTEE DESCRIPTIONS

Affordable Housing Committee

- Appointed for two year terms.
- Typically meets the first Wednesday evening of each month, but convened more often if necessary to respond quickly to various referrals.
- Committee should have at least five members. Associate members may also be appointed as liaisons from other Town board/committees/departments or Medway housing agencies/organizations involved in affordable housing. Ideally, the committee should be comprised of individuals with experience and/or training in real estate development and finance, construction, non-profit housing development, program administration, planning, real estate, human services, law, or other suitable professions that could be helpful to the committee's work. Individuals interested in advocating for affordable housing are encouraged to participate. The committee should include at least one Medway resident who lives in an affordable dwelling unit.

Affordable Housing Trust

- Appointed for two year terms.
- The Committee shall have at least five trustees at all times. The Board of Selectmen shall endeavor to provide a broad based membership including affordable housing advocates, legal, banking, financial, and real estate professionals, and other members of the local business community.
- The 2008 Annual Town Meeting approved a general bylaw to establish a Medway Affordable Housing Trust Fund to initiate the development of new and the retention of existing, affordable housing in Medway. The bylaw can be found on the Town's website at www.townofmedway.org.

Board of Assessors

- Appointed for three year terms.
- Typically meets once per month on a Thursday morning.
- Comprised of 3 members
- The Assessors are primarily responsible for determining the full and fair cash value of all real and personal property within the municipality. Other duties of the Assessors: to administer motor vehicle excise tax, to compile and submit the annual Tax Rate Recapitulation to the Department of Revenue, to abate/exempt/ or defer taxes, to defend established values on abatement applications and at Appellate Tax Board hearings, to maintain tax assessment maps, and to oversee the Town's Overlay Reserve Account (an account established to fund abatements, exemptions, and unpaid taxes for the respective fiscal year).

Board of Registrars

- MGL C. 51, §15.
- Three year term; terms begin April 1.

- Comprised of Town Clerk and three other persons who shall be appointed by the Selectmen. The members of the board should represent the two leading political parties, as defined in MGL Section One of Chapter Fifty; provided, that a town clerk need not be enrolled in a political party; and provided further, that in no case shall an appointment be made as to cause a board to have more than two members, including the town clerk, of the same political party. Every such appointment shall be made in a town by the selectmen from a list to be submitted to them by the town committee of the political party from the members of which the position is to be filled, containing the names of three enrolled members of such party resident in the town, selected by a majority vote at a duly called meeting, at which a quorum is present, of such committee; and every member of a board of registrars of voters shall serve until the expiration of his term and until his successor has qualified; provided, however, if the chairman of the town committee has not submitted such list to the selectmen or the appointing authority within forty-five days after a notification to said chairman by certified mail, the selectmen or the appointing authority shall make said appointment without reference to such a list.

Board of Water/Sewer Commissioners

- Elected for terms of three years, so arranged that the term of office of as nearly an equal number of members as possible shall expire each year
- Typically meets the first and third Monday of every month at 6:00PM
- Comprised of 3 members
- The Water and Sewer Commission shall adopt rules and regulations relative to the municipal water system and sewer system and shall have all the powers and duties provided to water/sewer commissions under the General Laws, and such additional powers and duties as may be authorized by by-law, or by vote of the Town Meeting or by Charter.

Capital Improvement Committee

- Four year term.
- Typically meets the second and fourth Tuesday of every month.
- Five member committee. The Town Accountant shall be the ex-officio Secretary of the Committee but shall not be entitled to vote on recommendations to be included in its reports.
- A capital improvement or project is a physical betterment or item of equipment having a substantial useful life and a total cost that exceeds \$5,000.00. It can be more specifically defined as:
 - (1) An expenditure, financed in whole or in part by Town funds for the construction, reconstruction, replacement, major repair, extension, or other improvement of public buildings, highways, sidewalks, storm drains, sewerage installations, playgrounds, parks, or like public works, or for a facility, structure, or a utility appurtenant to any of them
 - (2) An expenditure, similarly financed for the purchase of land; an item of equipment, buildings, or structures

Briefly, capital expenditures are made in order to provide, replace, or improve the facilities that furnish services to the public.

The Town Administrator shall prepare and submit to the Board of Selectmen, Finance Committee and Capital Improvement Committee, the annual capital outlay program. The library and school department shall provide the Town Administrator with their capital outlay programs.

The Committee shall ascertain annually what capital outlays will be required by the Town during the subsequent five years. In making this determination, it shall consult with the town, county and state officials, and with other boards and committees of the town. It shall publish an annual report with the Town of Medway annual Finance Committee report and with the annual Town Report and such other reports as it deems advisable and shall include in such reports its recommendations for the scheduling of capital outlays and for the financing of such outlays as in its judgment cannot, or should not, be paid for entirely out of current revenues. The Committee shall assist the Town Meeting with regard to priorities of projects, financing costs, impact of recommended projects on the operating budget, and other related matters.

The Committee shall prepare and maintain a Community Resources profile to be a basis of reference in the Capital Improvements Program planning and recommendations. This profile should include, but not be limited to, the following:

- (1) Ten year record of the town's growth in population and the number of public, residential, commercial, and industrial buildings and facilities
- (2) Estimated value, floor space, and/or land areas of public, residential, commercial and industrial properties
- (3) School student populations; total, per student, and per taxpayer costs for the current year
- (4) Acreage assignments to zoning districts
- (5) Demand for commercial and industrial facilities
- (6) Employment and unemployment levels for the current year
- (7) Economy of the area and projected trends
- (8) Ten year record of town expenditures, in total, by department, board, committee, or other functional group or unit, record of tax rates, and total assessments

(9) List of major financial commitments for the current and following year

All projects approved at the Annual Town Meeting following the Capital Improvement Program Committee's recommendations will be overseen by the Town Administrator as the Town's Chief Procurement Officer, funds for which shall be set aside and released by the Town Administrator only after proper documentation has been submitted indicating the work is complete or the purchase has been made in accordance with the intent of the Capital Improvement Committee and the voters at the Annual Town Meeting.

Cemetery Commission

- Appointed annually by Board of Selectmen
- Board comprised of three cemetery commissioners two of whom shall be trustees of cemeteries in the Town
- All moneys deposited with the Town Treasurer for the perpetual care of cemeteries or cemetery lots shall be invested in accordance with law, by the Treasurer with the approval of the Selectmen. Cemetery Commission shall have charge of expending the income of the said funds and shall report annually, in writing, all receipts and expenditures during the preceding year, and same shall be printed in the Annual Town Report.

Community Preservation Committee

- Typically meets the first Monday of every month.
- Community Preservation Committee consists of nine (9) voting members pursuant to General Laws, Chapter 44B. The committee membership is provided by By-Law to include:
 - One member of the Affordable Housing Committee, as designated by the Affordable Housing Committee;
 - One member of the Open Space Committee, as designated by the Open Space Committee;
 - One member of the Planning and Economic Development Board, as designated by the Planning and Economic Development Board;
 - One member of the Historical Commission, as designated by the Historical Commission;
 - One member of the Conservation Commission, as designated by the Conservation Commission;
 - One member of the Park and Recreation Commission, as designated by the Park and Recreation Commission;
 - Three citizens at large, appointed by the Board of Selectmen for staggered terms;
- All members to be appointed for a term of three years.
- The committee shall perform the duties set forth in and be governed by the provisions of the bylaws and General Laws, Chapter 44B, Sections 3 to 7, inclusive.

General Bylaw:

The Community Preservation Committee shall study the needs, possibilities, and resources of the Town regarding community preservation, The Committee shall consult with existing municipal boards. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities and resources of the Town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the Town.

The Community Preservation Committee shall make recommendations to the Town Meeting for acquisition, creation and preservation of open space; for the acquisition and preservation of historic resources; for the acquisition creation and preservation of land for recreational use; for the creation, preservation and support of community housing; and for the rehabilitation and restoration of such open space, historic resources land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the Community Preservation Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

The Community Preservation Committee may include in its recommendation to the Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation by for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending funds for general purposes that are consistent with community preservation.

The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the Community Preservation Committee shall constitute a quorum. The Community Preservation Committee shall approve its actions by majority vote. Recommendations to the Town Meeting shall include their anticipated costs.

Conservation Commission

- MGL C. 40, §8C
- Appointed for three year terms.
- Typically meets the first and third Thursday of every month.
- The commission shall consist of not less than three or more than seven members appointed by the Board of Selectmen. Initial appointments shall be for one, two or three years arranged so that approximately one third expire each cycle; subsequent (re)appointments shall be for terms of three years each. Any vacancy not associated with natural term of appointment shall be filled for unexpired term in same manner as original appointment.
- The Conservation Commission supports promotion and development of the natural resources and the protection of watershed resources of said city or town. Such commission shall conduct researches into its local land areas and shall seek to co-ordinate the activities of unofficial bodies organized for similar purposes,

and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which in its judgment it deems necessary for its work. Among such plans may be a conservation and passive outdoor recreation plan which shall be, as far as possible, consistent with the town master plan and with any regional plans relating to the area. The commission may, from time to time, amend such plan. Such plan shall show open areas including marsh land, swamps and other wetlands, and shall show which areas are subject to restrictions or wetland zoning provisions and any other matters which may be shown on a plat index under section thirty-three of chapter one hundred and eighty-four. Acquisitions of interests in land under this section and other municipal open lands shall be shown thereon as well as lands owned by other entities kept open through any legal requirement. Such plan shall show other areas which public necessity requires to be retained for conservation and passive recreation use. It shall keep accurate records of its meetings and actions and shall file an annual report which shall be printed in the case of towns in the annual town report. The commission may appoint a director, clerks, consultants and other employees, and may contract for materials and services within available funds insofar as the same are not supplied by other departments. The commission shall consist of not less than three or more than seven members. In cities the members shall be appointed by the mayor, subject to the provisions of the city charter, except that in cities having or operating under a Plan D or Plan E form of city charter, said appointments shall be by the city manager, subject to the provisions of the charter; and in towns they shall be appointed by the selectmen, excepting towns having a manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen. When a commission is first established, the terms of the members shall be for one, two or three years, and so arranged that the terms of approximately one third of the members will expire each year, and their successors shall be appointed for terms of three years each. Any member of a commission so appointed may, after a public hearing, if requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall in a city or town be filled for the unexpired term in the same manner as an original appointment. Said commission may receive gifts, bequests or devises of personal property or interests in real property of the kinds mentioned below in the name of the city or town, subject to the approval of the city council in a city or of the selectmen in a town. It may purchase interests in such land with sums available to it. If insufficient funds are available or other reasons so require, a city council or a town meeting may raise or transfer funds so that the commission may acquire in the name of the city or town by option, purchase, lease or otherwise the fee in such land or water rights, conservation restrictions, easements or other contractual rights including conveyances on conditions or with limitations or reversions, as may be necessary to acquire, maintain, improve, protect, limit the future use of or otherwise conserve and properly utilize open spaces in land and water areas within its city or town, and it shall manage and control the same. For the purposes of this section a city or town may, upon the written request of the commission, take by eminent domain under Chapter Seventy-Nine, the fee or any lesser interest in any land or waters located

in such city or town, provided such taking has first been approved by a two-thirds vote of the city council or a two-thirds vote of an annual or special town meeting, which land and waters shall thereupon be under the jurisdiction and control of the commission. Upon a like vote, a city or town may expend monies in the fund, if any, established under the provisions of this section for the purpose of paying, in whole or in part, any damages for which such city or town may be liable by reason of any such taking. The commission may adopt rules and regulations governing the use of land and waters under its control, and prescribe penalties, not exceeding a fine of one hundred dollars, for any violation thereof. No action taken under this section shall affect the powers and duties of the state reclamation board or any mosquito control or other project operating under or authorized by chapter two hundred and fifty-two, or restrict any established public access. Lands used for farming or agriculture, as defined in section one A of chapter one hundred and twenty-eight, shall not be taken by eminent domain under the authority of this section.

A city or town may appropriate money in any year to a conservation fund of which the treasurer shall be the custodian. Prior to the adoption of any rule or regulation which seeks to further regulate matters established by section forty of chapter one hundred and thirty-one or regulations authorized thereunder relative to agricultural or aqua-cultural practice, the commission shall, no later than seven days prior to the commission's public hearing on the adoption of said rules and regulations, give notice of the said proposed rules and regulations to the farmland advisory board established pursuant to section forty of chapter one hundred and thirty-one. He may deposit or invest the proceeds of said fund in savings banks, trust companies incorporated under the laws of the commonwealth, banking companies incorporated under the laws of the commonwealth which are members of the Federal Deposit Insurance Corporation, or national banks, or invest it in paid up shares and accounts of and in co-operative banks or in shares of savings and loan associations or in shares of federal savings and loan associations doing business in the commonwealth, and any income there from shall be credited to the fund. Money in said fund may be expended by said commission for any purpose authorized by this section; provided, however, that no expenditure for a taking by eminent domain shall be made unless such expenditure has been approved in accordance with this section.

Constables

- MGL 41, 91A-94
- Appointed by Selectmen for terms not to exceed three years.
- Selectmen may appoint as many Constables as they deem necessary. A person desiring to be appointed as aforesaid shall make a written application therefore to the appointing authority stating his reasons for desiring such appointment and such information as may be reasonably required by said authority relative to his fitness for said office. Such application shall also contain a statement as to the moral character of the applicant signed by at least five reputable citizens of the city or town of his residence, one of whom shall be an attorney-at-law. The

appointing authority shall also investigate the reputation and character of every applicant and his fitness for said office. The chief of police or other official having charge of the police shall upon request give the appointing authority all possible assistance in making such investigation. The office of constable shall be filled only by appointment of an applicant hereunder who is found by the appointing authority, after investigation as aforesaid, to be a person of good repute and character and qualified to hold said office.

- A constable who has given bond to the town in a sum of not less than one thousand dollars, with sureties approved by the selectmen, conditioned for the faithful performance of his duties in the service of all civil processes committed to him, and has filed the same, with the approval of the selectmen endorsed thereon, with the town clerk, may within his town serve any writ or other process in a personal action in which the damages are not laid at a greater sum than two hundred dollars, and in replevin in which the subject matter does not exceed in value two hundred dollars, and any writ or other process under chapter two hundred and thirty-nine. A constable who has filed such a bond, in a sum of not less than five thousand dollars, may, within his town, also serve any such writ or other process in which the damages are laid at a sum not exceeding two thousand five hundred dollars, and any process in replevin in which the subject matter does not exceed in value two thousand five hundred dollars.

Constables may serve the writs and processes described in section ninety-two and warrants and processes in criminal cases, although their town, parish, religious society or district is a party or interested. They shall have the powers of sheriffs to require aid in the execution of their duties. They shall take due notice of and prosecute all violations of law respecting the observance of the Lord's Day, profane swearing and gaming. They shall serve all warrants and other processes directed to them by the selectmen of their town for notifying town meetings or for other purposes. They may serve by copy, attested by them, demands, notices and citations, and their returns of service thereof shall be prima facie evidence; but this provision shall not exclude the service thereof by other persons.

Council on Aging

- Appointed by the Board of Selectmen for a three year term.
- Typically meets the second Tuesday of every month at 2:00 PM
- Consists of eleven members. The council may appoint such clerks and other employees as it may require.
- The Council on Aging serves for the purpose of coordinating or carrying out programs designed to meet the problems of the aging in coordination with programs of the department of elder affairs. The Council shall submit an annual report to the city or town and shall send a copy thereof to the department of elder affairs. Said department shall from time to time review and evaluate such reports and make recommendations as to any required or needed changes in said local programs.
- The names, addresses, telephone numbers, or other identifying information about elderly persons in the possession of the council shall not be public records, but the

use of these records shall comply with sections 14 to 24, inclusive, of MGL Chapter 19A as a condition of receiving a government contract, program grant or other benefit, or as otherwise required by law.

Cultural Council

- MGL 10, 58
- Members of the local and regional Cultural Council shall be appointed for staggered terms of three years and any such member shall not be appointed to more than two consecutive terms. Members shall not be elected public officials.
- Local cultural councils shall consist of at least five and not more than twenty-two members to be appointed by the mayor of a city, the city manager in a city having a Plan D or E form of government, the board of selectmen of a town or the executive officer in a town having a town council form of government. Members shall have demonstrated scholarship or creativity in, or distinguished service to, the arts, humanities, or interpretive sciences. Upon a vacancy, for any reason, the member's successor, if any, shall be appointed for a term of three years, and shall serve until the qualification of such member's successor. Members shall not be elected public officials.
- The Medway Cultural Council (MEDCC) supports public programs that promote access, education, diversity and excellence in the arts, humanities, and interpretive sciences; directly affect the residents of Medway; achieve the greatest community benefit; and cultivate the arts through participation and appreciation. The MEDCC receives its annual budget from the Massachusetts Cultural Council, a state agency.
- Any city or town may establish a local cultural council and any consortium of cities and towns, with the approval of the council, may establish a regional cultural council. Regional cultural councils shall consist of an equal number of members to be appointed from each city or town within the consortium in the manner herein described. The regional cultural council may adopt, at its option, a proportional membership consistent with the population of each municipality; provided, however, that each municipality shall have at least one member; and provided, further, that the adoption of such option shall be by a two-thirds vote of the regional cultural council. Notwithstanding any provisions to the contrary, if the council deems it necessary or desirable in order to carry out the purposes of this section and sections fifty-six and fifty-seven, the council may certify for payment in accordance with the provisions of section fifty-six those applications for funds received from any local or regional cultural councils whose composition is determined by the council as not complying with the provisions of this section, provided that upon notice of such noncompliance, such local or regional cultural council, or its appointing authority, as the case may be, either cures such noncompliance or provides certification satisfactory to the council of how and by when such compliance will be achieved.

Members shall be considered to be special municipal employees for the purposes of chapter two hundred and sixty-eight A. For purposes of chapter two hundred and sixty-eight A, any local or regional cultural council member who is

authorized thereby to make disclosure to such member's city or town clerk or appointing authority, or to request a determination from such member's appointing authority, or to seek approval from the local legislative body may in lieu thereof, disclose to, or seek such approval from the council, and the council is authorized to receive such disclosure and approve such exemptions. Local and regional cultural council members shall be classified as officers for purposes of section thirteen of chapter two hundred and fifty-eight. Members shall serve without compensation but shall be reimbursed for their expenses actually and necessarily incurred in the discharge of their duties. Local and regional cultural councils shall annually elect a chairman, secretary and treasurer.

Local and regional cultural councils may establish administrative units, but no such cultural council shall utilize more than five percent of the monies received from the State Arts Lottery Fund for administrative purposes, including member expenses.

Subject to rules, regulations, rulings or guidelines of the council, such local or regional cultural councils may decide the distribution of arts lottery funds or other funds that may be allocable to them, may also conduct other activities to promote and encourage the arts, may enter into contracts, subject to approval of town counsel or city solicitor as to form, and may do and perform any and all acts which may be necessary or desirable to carry out such powers and the purposes of sections fifty-six to fifty-eight, inclusive. Nothing in the provisions of section twenty-seven of chapter ten shall prevent a local or regional cultural council or an arts organization, or their agents or employees, from encouraging the sale of lottery tickets for the arts nor from being licensed as agents to sell lottery tickets for the arts. Notwithstanding the provisions of section fifty-three A of chapter forty-four, local and regional cultural councils may accept grants, contributions, gifts, bequests, devises, and other donations from all sources, including governmental bodies and shall deposit such monies and any other revenues, including revenues derived from local or regional cultural councils activities, in the revolving fund established under the provisions of this section. Funds received from sources other than the arts lottery fund may be disbursed at the discretion of the local or regional cultural council for the same purposes as arts lottery funds, including administrative expenses, provided, however, that the council may by rule, regulation, ruling or guideline establish further clarification of such purposes as well as procedures to assure that such funds are so used.

Notwithstanding the provisions of section fifty-three of chapter forty-four, any city, town or consortium of cities and towns otherwise pursuant to the provisions of section four A of chapter forty, shall establish in the city or town treasury, or in one of the cities or towns in the consortium a revolving account which shall be kept separate and apart from all other monies by the treasurer and in which shall be deposited all receipts from the state arts lottery fund, distributed under the provisions of section fifty-six, and any other receipts or donations to the local or regional cultural council authorized by law. A treasurer of a city, town or regional

consortium as custodian may invest such portion of cash as deemed not required until such funds are to be expended and in such investments as are authorized under the provisions of section fifty-five of chapter forty-four. All such funds, including interest earned thereon, may be expended at the direction of the local or regional cultural council, without further appropriation, and such council may establish a subcommittee of no less than two members and may delegate thereto its authority to approve all payrolls, bills, requests for payment, or accounts prior to submission to the accountant, auditor or official performing similar functions; provided, however, that such subcommittee shall make available to such council at its next meeting, a record of such actions of such subcommittee; and provided further, however, that such funds as shall not have been expended twelve months after receipt shall be segregated and subject to further appropriation by the mayor, city council, city manager, board of selectmen or town manager for the purposes provided in sections fifty-six to fifty-eight inclusive. The city auditor, town accountant, or officer having similar duties, shall submit annually a report of said revolving fund to the mayor, city council, city manager, board of selectmen, or town manager for their review and a copy of said report shall be submitted to the director of the bureau of accounts and the council.

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 2,400 municipally appointed volunteers, the LCC network consists of 329 councils serving all 351 Massachusetts cities and towns. Each year, local councils award more than \$2 million in grants to more than 5,000 cultural programs statewide. These include school field trips, afterschool programs, concerts, festivals, lectures, theater, dance, music, and film. 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. Funding for cultural field trips is also available through the PASS Program, which subsidize the cost of admission for students to attend performances, educational tours and exhibits. Applicants should contact their LCC before completing an application. Exemplary LCC projects are eligible to be further recognized by the Gold Star Program.

Please note: grants from LCCs are reimbursement-based. (The applicant expends his own money, and if approved for a grant, then submits paperwork for reimbursement.)

Design Review Committee

- Appointed by the Planning & Economic Development Board.
- Typically meets the first and third Mondays of the month at 7:00 p.m. The meeting schedule may be adjusted depending on Monday holidays.
- The Design Review Committee assists and advises the Economic Development Board, its applicants, and other Town boards/committees/departments as may request such assistance, with regard to the review of applications for subdivisions, site plans, special permits, sign permits, scenic road work permits, and other development proposals. The Design Review Committee's recommendations are advisory and may include suggestions for modifications to proposed designs and conditions for approval of development proposals. In performing its work, the Design Review Committee is guided by the Medway Master Plan and by Design Review Guidelines which have been adopted and published by the Planning Board. The overall goal is to help develop Medway's natural, scenic and aesthetic qualities in a manner that reflects traditional New England architectural styles. A Resource Guide is available which may help in project planning and development; it provides links to several helpful resources available on the internet.

Disability Commission

- The commission shall consist of no less than five or more than nine members. Majority of members shall consist of persons with disabilities; one of such members may be a member of the immediate family of such disabled person; one member shall be either an elected or an appointed official of the Town.
- The purpose of the Disability Commission is to coordinate or carry out programs in conjunction with Massachusetts Office on Disability programs in order to bring about full and equal participation in all aspects of life in Medway for people with disabilities.

The committee researches local problems of people with disabilities, coordinates the activities of other local groups organized to meet the needs of people with disabilities, reviews and makes recommendations about policies, procedures, services and activities of departments and agencies of the Town of Medway as they affect people with disabilities, advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities, coordinate activities with other local groups organized for similar purposes, provide information, referral, guidance and advice to individuals, businesses, organizations and public agencies all matters pertaining to disability, file and annual report which shall be printed in the town annual report.

Economic Development Committee

- Typically meets the third Thursday of the month.
- The Economic Development Committee shall be appointed by the Planning and Economic Development Board. EDC members shall serve two year staggered terms with the majority of the first members appointed for a two year term and the

- remaining initial members appointed for a one year term. Thereafter, each member shall serve for two years or until his successor has been appointed.
- Consists of at least seven but not more than eleven individuals who reside or work in Medway who shall be sworn to the faithful performance of their duties. The Economic Development Committee shall be comprised of individuals who have experience and/or training in industrial and commercial real estate development, brokerage, site selection, banking, finance, marketing, business development, site construction/infrastructure development, technology or other suitable professions that could be helpful to the Committee's work. A member of the Planning and Economic Development Board shall serve on the Economic Development Committee.
 - The Economic Development Committee will work proactively to promote, encourage and facilitate the development of responsible and properly planned business and industrial growth within the community in order to expand and strengthen the local economy and diversify the community's tax base by:
 - (1) Serving as a resource on matters relating to economic development in the Town of Medway for the Planning and Economic Development Board and other Town officials and the community at large,
 - (2) Developing and advocating for the establishment of economic development initiatives,
 - (3) Working to implement the economic development recommendations of the Medway Master Plan,
 - (4) Cooperating with interested private concerns, civic or community economic development organizations/associations and with regional state and federal agencies in the attraction of new industry and in the encouragement of expansion of existing industries and businesses
 - (5) Conducting research and assemble information pertaining to economic resources, labor market, industrial site and development opportunities; developing and publishing booklets, brochures, and pamphlets to promote Medway locations for economic investment,
 - (6) Establishing and maintaining economic development information for the web sites of the Town and allied economic development agencies,
 - (7) Developing and recommending changes to Town bylaws and regulations to implement initiatives to encourage economic development in Medway,
 - (8) Assisting and advising the Planning and Economic Development Board, the Zoning Board of Appeals and other town boards as may request such assistance with regard to development applications. The Committee's recommendations are advisory and may include suggestions for modifications and conditions for approval of development proposals,
 - (9) Initiating and periodically updating economic development plans
 - (10) Increasing public awareness of the need and importance of community economic development,
 - (11) Identifying local, state and federal economic development resources available to Medway,

- (12) Advocating for state and federal legislation and regulations that advance the economic development in Medway,
- (13) Performing such other duties as the Planning and Economic Development Board may determine in response to the need for economic development in Medway or as may be specified by the Medway Zoning Bylaw or other Town bylaws.

Educational Fund Committee

- 4 members; 3 yr terms.
- MGL Ch. 60, Sec. 3C: Any city or town which accepts the provisions of this section or has previously accepted chapter one hundred and ninety-four of the acts of nineteen hundred and eighty-six 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 can voluntarily check off, donate and pledge an amount not less than one dollar or such other designated amount which shall increase the amount otherwise due, and to establish a city or town scholarship fund, the purpose of which shall be to provide educational financial aid to deserving city and town residents in accordance with this section and to establish a city or town educational fund, the purpose of which shall be to provide supplemental educational funding for local educational needs or to provide funding for existing adult literacy programs.

Any amounts donated to the scholarship fund or educational fund shall be deposited into a special account in the general treasury and shall be in the custody of the treasurer. The treasurer shall invest said funds at the direction of the officer, board, commission, committee or other agency of the city or town who or which is otherwise authorized and required to invest trust funds of the city or town and subject to the same limitations applicable to trust fund investments, except as otherwise specified herein. Interest earned upon such fund shall remain therewith and shall be used for the purpose of said fund without further appropriation.

Finance Committee

- 9 members appointed for three year terms, staggered
- Typically meets the second Wednesday of the month.
- Committee shall consist of nine registered voters of the town, who shall be sworn to the faithful performance of their duties. No elected or appointed town official or employee shall be eligible to serve as a member of the Finance Committee. Annually, not later than July 1, an appointment committee consisting of the town moderator, the chairman of the Finance Committee and the chairman of the Board of Selectmen, shall appoint three members of the Finance Committee for a term of three years in place of those whose terms expire in that year. The appointment committee shall commence its selection process by posting a notice of annual vacancies on the Town bulletin board, the Town's website and in at least one local newspaper of daily circulation not later than seven days following that year's date of annual town meeting. The appointment committee shall formally

interview all applicants and shall appear before the board of selectmen to notify it and the public of its appointments in person at a regularly scheduled public meeting of the board.

- Annually, the Finance Committee shall hold at least one public hearing to discuss the subject matter of all articles contained in the warrant for each regular and special town meeting, except those articles subject to public hearings by other multiple member bodies not containing appropriations. The Finance Committee shall report its recommendations, in writing, on the articles for which it held public hearings in accordance with the board of selectmen's budgeting calendar for the annual town meeting, and at least ten days before any other town meeting.

No financial article shall be presented to any annual or special town meeting that has not previously been submitted to the finance committee for its review. The finance committee shall have such additional powers and duties as may be provided by the General Laws, by this charter or by by-law.

Historical Commission

- MGL 40, 8D
- Typically meets the first Wednesday of the month.
- Three to seven members, appointed by the Board of Selectmen.
- Three year terms.
- Any city or town which accepts this section may establish a Historical Commission, hereinafter called the commission, for the preservation, protection and development of the historical or archeological assets of such city or town. Such commission shall conduct researches for places of historic or archeological value, shall cooperate with the state archeologist in conducting such researches or other surveys, and shall seek to coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work. For the purpose of protecting and preserving such places, it may make such recommendations as it deems necessary to the city council or the selectmen and, subject to the approval of the city council or the selectmen, to the Massachusetts historical commission, that any such place be certified as an historical or archeological landmark. It shall report to the state archeologist the existence of any archeological, paleontological or historical site or object discovered in accordance with section twenty-seven C of chapter nine, and shall apply for permits necessary pursuant to said section twenty-seven C. Any information received by a local historical commission with respect to the location of sites and specimens, as defined in section twenty-six B of chapter nine, shall not be a public record. The commission may hold hearings, may enter into contracts with individuals, organizations and institutions for services furthering the objectives of the commission's program; may enter into contracts with local or regional associations for cooperative endeavors furthering the commission's program; may accept gifts, contributions and bequests of funds from individuals, foundations and from federal, state or other governmental bodies for the purpose of furthering the commission's program; may make and sign any agreements and may do and

perform any and all acts which may be necessary or desirable to carry out the purposes of this section. It shall keep accurate records of its meetings and actions and shall file an annual report which shall be printed in the case of towns in the annual town report.

The commission may appoint such clerks and other employees as it may from time to time require. The commission shall consist of not less than three or more than seven members. In cities the members shall be appointed by the mayor, subject to the provisions of the city charter, except that in cities having a city manager form of government, said appointments shall be by the city manager, subject to the provisions of the charter; and in towns they shall be appointed by the selectmen, excepting towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen. When a commission is first established, the terms of the members shall be for one, two or three years, and so arranged that the terms of approximately one third of the members will expire each year, and their successors shall be appointed for terms of three years each. Any member of a commission so appointed may, after a public hearing if requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall in a city or town shall be filled for the unexpired term in the same manner as an original appointment.

Said commission may acquire in the name of the city or 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.

Insurance Advisory Committee

- MGL 32, 3A
- The Insurance Advisory Committee shall include representatives of both current and retired employees.
- There shall be within the group insurance commission, but not under its direction or control, an unpaid advisory committee to be known as the employees' advisory committee consisting of a representative duly elected or appointed to membership on said committee by organizations of employees and retirees whose membership consists of employees or retirees insured under this chapter. Said committee shall elect a chairman and other officers from its membership and shall establish procedures for the conduct of its deliberations including a method to provide a reasonable opportunity for all interested employees and retirees to meet with it so that the conclusions and recommendations of the committee will be a fair representation of the interests of all persons insured under this chapter. The commission, upon request by the committee, shall provide space, if possible, within the offices occupied by the commission for the conduct of the meetings of said committee.

The employee advisory committee, at least once each calendar year, or upon request by the commission, shall furnish the commission with a list of its officers and members indicating their organizational representation and affiliation.

The committee from time to time may submit to the commission for consideration and necessary action any recommendations relative to the insurance programs administered by the commission.

Upon request by the governor, the committee may submit the names of nominees from its membership or from the organizations represented therein to serve as members of the commission as provided under section three.

The provisions of Chapter Thirty A shall not be applicable to the employees' advisory committee.

MAPC Representative

The Metropolitan Area Planning Council (MAPC) region contains 101 cities and towns in Greater Boston, including coastal communities, older industrial centers, rural towns and modern cities. Established in 1963, MAPC is a public agency created under Massachusetts General Law Chapter 40B Section 24. It is governed by representatives from each city and town in the MAPC region, as well as gubernatorial appointees and designees of major public agencies. MAPC works with its cities and towns through eight subregions. Each municipality belongs to one of the eight subregions, each led by one MAPC staff member.

The representative serves for a three year term and appointments expire April 1.

Master Plan Update Committee

- The Planning and Economic Development Board shall provide for the review and updating of the comprehensive master plan at least once every 10 years, setting forth policies governing the future growth and development of the town's economic, developmental and human service needs.
- The Master Plan was last updated in 2009.

Medway Christmas Parade Committee

- Appointed by the Board of Selectmen
- Three year terms
- The committee plans and sponsors the annual Christmas parade, which is held the Saturday following Thanksgiving, and is followed by a fireworks display at Choate Park.

Medway Housing Authority

Medway Pride Day Committee

- Committee shall consist of five appointed by Board of Selectmen including volunteers from the Medway Business Council and Medway residents.
- One year term.
- The Medway Pride Day Committee is supported solely by donations and the sale of raffle buttons, etc. with all funds raised donated directly back to the community. Annual event which is attended by more than 2,000 each year bringing local residents, business, and organizations together to show pride and loyalty to the Town of Medway and is held the third Saturday in May from 10-4 at the Medway Middle School's Edmund Charland Field. Booth space for businesses, crafters and organizations is available for rent; children's games and activities as well as raffles are among the activities planned.

Memorial Committee

- Committee consists of nine members appointed by the Board of Selectmen
- One year term
- The Memorial Committee serves to plan and organize the Memorial Day Parade from VFW at Holliston St to Monument Square at Holliston and Village Streets followed by Memorial Square Observance.

Norfolk County Advisory Board

- Annual appointment.

Open Space Committee

- Appointed by Planning & Economic Development Board
- Meetings are held on the first Tuesday of every month
- The mission of the Open Space Committee is to preserve Medway's rural character through the permanent protection of undeveloped land, wetlands and surface water bodies, agricultural lands and uses, scenic viewscapes, historic sites and recreation land. Goals include:
 - (1) Identifying and protecting undeveloped land that directly affects aquifers and groundwater, wildlife habitats, ponds and waterways,
 - (2) Providing and maintaining a diversity of conservation and recreation land uses, with opportunities for both passive and active recreation,
 - (3) Promoting the development and maintenance of trails and trail linkages,
 - (4) Providing outreach to increase awareness among residents of the range of Medway's open space and recreational assets,
 - (5) Developing and maintaining an active community culture of open space acquisition and habitat preservation,
 - (6) Encouraging compact development to reduce sprawl,
 - (7) Facilitating the stewardship of open spaces.

Southwest Area Planning Council (SWAP)

- Three members – (1) Selectman or Planning & Economic Development Board member, (2) a Board of Selectmen Designee and (3) the MAPC rep.

Street Naming Committee

Town-wide Energy Committee

- The Energy Committee has six members and three liaison positions, which represent the School Committee, the Board of Selectmen, and the Planning and Economic Development Board. The liaisons will only vote in the event of a tie.
- Appointed for four year terms.
- Typically meets the third Wednesday of the month.

The Medway Energy Committee (MEC) was formed in Jan 2010 to advise and support the Town of Medway on decisions related to town wide energy usage and how to reduce Medway's carbon footprint.

Tri-County Rep

- Joint appointment by Moderator, School Committee Chair and Board of Selectmen Chair.
- Three year term.
- Serves on the Tri-County Regional Vocational Technical High School Committee. The school is located in Franklin and serves the communities of Franklin, Medfield, Medway, Millis, Norfolk, North Attleboro, Plainville, Seekonk, Sherborn, Walpole and Wrentham.

Zoning Board of Appeals

- 5 members and 2 associate members.
- Appointed by the Board of Selectmen.
- Three year terms, staggered.
- Meetings are held the first and third Wednesdays of the month
- The Zoning Board of Appeals is designated to act as permit granting authority and special permit granting authority as required by the Medway Zoning By-Law and Massachusetts General Laws, Chapter 40A.

Street Naming Committee

- The Street naming committee consists of five members
- The primary purpose for the Street Name Committee is to make sure that requested street names are not too similar to existing street names.