

# Town of Lee

## Board & Committee Descriptions

(Subject to Change)

\*Ad-Hoc Committee

Note: None of the Boards or Committees listed below offer benefits from the Town and the time dedicated by each Board and Committee member varies and is as needed

If you are interested in volunteering for the Town and would like to learn more about a specific Board or Committee position, we encourage you to attend a meeting and speak with the current Board and Committee members for more detail.

Check the Town of Lee website for the monthly calendar & agenda postings



- **5 Town Cable Advisory Committee** (Volunteer Position – Meeting times vary) No prior experience necessary.

The Five Town Cable Advisory Committee includes the Towns of Lee, Lenox, Great Barrington, Sheffield and Stockbridge. Each Town can have up to 3 representatives. The Committee will be part of a public hearing with Charter Communications, Inc. regarding Cable TV Renewal License process, as required by the FCC and State law.

- **Agricultural Commission** (Volunteer Position – Meets 2<sup>nd</sup> Tuesday of each month, 6:00pm, Courtroom). Members should be actively engaged in agriculture.

AgCom serves as a local voice advocating for farmers, farm businesses and farm interests, provides visibility for farming, works with other town boards about issues facing the town that affect agriculture, helps resolve farm related problems or conflicts, and protects farmland and natural resources.

- **Appalachian Trail Committee \*** (Volunteer Position – meets 3<sup>rd</sup> Wednesday of each month, 6:00pm, Courtroom). No prior experience necessary.

Currently working on completing the application process to the Appalachian Trail Conservancy to obtain Appalachian Trail Community Designation.

- **Board of Assessors** (meets as needed - \$2,400 yearly stipend)
  - ✦ Classes are required for this position – 40 hours in person training and online test. Town arranges this training for appointed members. Average monthly commitment is 10-15 hours per month)

The Board of Assessors is responsible for determining the fair and equitable valuation of all real and personal property in the Town, in accordance with MGL Chapter 59, Section 38. The values generated by the Assessors are updated annually, the valuation date being January 1st. The values are also reviewed and certified by the Department of Revenue after which time the Tax Rate is submitted and approved by Department of Revenue. The Board of Assessors creates the tax bills and commits the amount to the Town Collector, issues real and personal property tax quarterly, and commits all motor vehicle and boat excise to the Town Collector throughout the year as the Registry of Motor Vehicles sends files to their office. The Board of Assessor's also holds an annual classification hearing, and reviews and acts upon abatements for real estate, personal property, motor vehicle excise, and personal exemptions for real estate.

- **Board of Health** (Volunteer Position – meets on the 2<sup>nd</sup> Monday of each month, 7:30pm, Airolti Building). Health background preferred. One member must be an M.D.)

Comprised of three (3) appointed members by the Select Board, and all members have a three-year appointment which is staggered. The BOH provides policy direction in public health matters and concerns; approves certain licensed professions and businesses; acts as a hearing forum for various appeals to actions taken by Health Department staff; promulgates reasonable rules and regulations; assesses penalties authorized by its own regulations; and is responsible for overall health and wellness in their respective communities.

- **Board of Public Works** (Volunteer Position – meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month, 12:00pm, Courtroom). Public Works background preferred.

The Board of Public Works is established by MGL 40-69D, Enabling Act, Ch. 438 and consists of seven members appointed by the Select Board. They help develop long term public works capital needs and approve water and sewer rates, abatements and connections.

- **Board of Registrars** (\$300 yearly stipend – Meets as need prior to elections). Members should be representative of both political parties.

The Board of Registrars assists the Town Clerk's Office in promoting and maintaining voter registration. Assists in signature petition verifications.

- **Capital Outlay Committee** (Volunteer Position – meets as needed). No prior experience necessary.

The Capital Outlay Committee is the Committee designated to work in conjunction with the Town Administrator in preparing a Capital Improvement Program and Capital Budget.

- **Community Development Board** (Volunteer Position – meets as needed). No prior experience necessary.

The Community Development Board's primary jurisdiction is defined in M.G.L. Ch. 40A & 41. Generally Chapter 40A relates to zoning and Chapter 41 relates to the subdivision of land.

- **Community Preservation** (Volunteer Position – meets the 2<sup>nd</sup> Wednesday of each month, 4:00pm, Courtroom). No prior experience necessary. 4 at large members and representatives from the following boards: youth, housing, historical, planning, conservation.

The Town of Lee adopted the Community Preservation Act (CPA). The CPA is a smart growth tool that helps communities preserve open space and historic sites, create affordable housing, and develop outdoor recreational facilities. CPA also helps strengthen the state and local economies by expanding housing opportunities and construction jobs for the Commonwealth's workforce, and by supporting the tourism industry through preservation of the Commonwealth's historic and natural resources Each community that adopts the Community Preservation Act is required to establish a Community

Preservation Committee (CPC) to administer the program.

- **Conservation Commission** (Volunteer Position – meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month, 7:00pm, Courtroom). Environmental background preferred. MACC Training available.

The Conservation Commission is established by MGL 40-8C, and consists of Minimum 5 and Maximum 7 members appointed by the Select Board. The conservation commission is the official agency specifically charged with the protection of a community's natural resources.

- **Council on Aging** (Volunteer Position – meets the 2<sup>nd</sup> Tuesday of every other month, 7:30pm, Crossway Village). No prior experience necessary.

The duties of the Council on Aging are to identify the total needs of the community's elderly population, educate the community and enlist the support and participation of all citizens concerning these needs, and design, promote or implement services to fill these needs, or coordinate present existing services in the community.

- **Cultural Council** (Volunteer Position – meets monthly). No prior experience necessary.

The Cultural Council's mission to enrich the Town of Lee by investing in arts & culture.

- **Finance Committee** (Volunteer Position – Appointed by the Moderator – meets weekly on Tuesdays at 5:30 January-April). Financial background preferred.

The finance committee reviews the annual operating and capital budget and makes recommendations to town meeting.

- **Greener Gateway** (Volunteer Position – meets the 2<sup>nd</sup> Monday of each month, 4:00pm, Tri-Town Health Dept.). No prior experience necessary.

The Greener Gateway Committee carries out a wide range of activities - on its own and with others - to help make Lee attractive and sustainable for residents and visitors. Their hope is that their efforts will strengthen Lee's position as the Gateway to the Berkshires and help the economy.

- **Historical Commission** (Volunteer Position – meets the 2<sup>nd</sup> Tuesday of Sept, Nov, Jan, March, and May, 7:00pm, Courtroom). No prior experience necessary.

The Historical Commission identifies and promotes the preservation and use of buildings, sites, structures, objects, and districts of importance in the Town of Lee.

- **Lee Youth Commission** (Volunteer Position – meets the 3<sup>rd</sup> Wednesday of each month, 7:00pm, Courtroom). No prior experience necessary.

The mission of the Lee Youth Commission is to advocate for groups providing recreational programming, designed or established, for the youth of Lee. In addition, the Lee Youth Commission may identify additional needs and make appropriate recommendations for future activities.

- **Master Plan Committee \*** (Volunteer Position – meets as needed)

The purpose of the Master Plan Committee is to The Town of Lee will be update its Comprehensive Master Plan in 2022-2023.

- **Personnel Board** (Volunteer Position – meets as needed). Previous municipal experience preferred.

The Personnel Board is established by MGL Ch. 40,41 and consists of three members appointed by the Board of Selectmen. The Board provides advice on personnel policies.

- **Planning Board (ELECTED YEARLY)** (Volunteer Position – meets on the 2<sup>nd</sup> & 4<sup>th</sup> Monday of each month, 6:00pm, Courtroom)

Massachusetts General Law, chapter 41, section 81A, authorizes the establishment of municipal Planning Boards. The Board conducts studies, and, when necessary, prepares plans of the resources, possibilities and needs of the town for submittal to the Select board for their consideration. They also approve certain special permits, do site-plan reviews, and conducts hearings for zoning bylaw changes.

- **Sandy Beach Committee** (Volunteer Position – meets as needed). No prior experience necessary.

The Sandy Beach Committee serves as an Advisory Board to the Beach Director.

- **School Committee** (**ELECTED YEARLY** Volunteer Position – meets the 2<sup>nd</sup> Tuesday of each month, 7:00pm, Lee Middle and High School Library)

The school committee in each city and town and each regional school district shall have the power to select and to terminate the superintendent, shall review and approve budgets for public education in the district, and shall establish educational goals and policies for the schools in the district consistent with the requirements of law and statewide goals and standards established by the board of education.

- **Zoning Board of Appeals** (Volunteer Position – meets as needed). Land use experience preferred.

The duties of the ZBA include hearing appeals of decisions rendered by zoning administrators, interpreting unclear provisions in the zoning ordinance, and deciding on applications by landowners to permit buildings or land uses which vary from the zoning regulations.