

Town of Acton
Town Board and Committee Descriptions

Volunteer Job Fair
February 11, 2009



League of Women Voters – Acton Area

Town of Acton – Volunteer Coordinating Committee

Table of Contents

Acton-Boxborough Cultural Council (ABCC)
Acton Community Housing Corporation (ACHC)
Board of Appeals (BOA or ZBA)
Board of Assessors (BAS)
Board of Health (BOH)
Cable Advisory Committee (CAC)
Cemetery Commission
Commission on Disability (COD)
Community Preservation Committee (CPC)
Conservation Commission (ConsCom)
Council on Aging Board (COA)
Design Review Board (DRB)
Economic Development Committee (EDC)
Historic District Commission (HDC)
Historical Commission (HC)
Land Stewardship Committee (LSCom)
Outdoor Lighting Education Committee (OLEC)
Planning Board (PB)
Recreation Commission (RC)
Sidewalk Committee
Transportation Advisory Committee (TAC)
Volunteer Coordinating Committee (VCC)

Application for Town Boards and Committee

Acton-Boxborough Cultural Council (ABCC)

P.O. Box 2291, Acton, MA 01720

Email: abccinformation@yahoo.com

Description:

The Acton-Boxborough Cultural Council (ABCC) was established in 1982 to promote the arts, to help develop cultural programs in the Acton and Boxborough communities and to award and administer Massachusetts Cultural Council (MCC) Grant funds. We are a volunteer committee appointed by the selectmen of each community, but functioning as a single entity. We accomplish our goals by: Reviewing grant applications from individuals, libraries, schools, and arts organizations and awarding MCC grant funds to projects that provide a local public benefit; the ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Mass Cultural Council through an annual appropriation by the state legislature; Sponsoring annual cultural programs for the Acton and Boxborough communities using grant funds generously designated by the towns' Selectmen – these funds have been used by the ABCC to present jazz and classical music concerts, vocal performances, opera, public art installations and more; Advocating for the arts through community outreach and publicity.

The ABCC's Fiscal Year runs from September-June. In our FY08 Grant Cycle we were able to support 22 individuals, schools, libraries and arts organizations using our MCC state funds. The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Mass Cultural Council through an annual appropriation by the state legislature. Each fall, we are required to distribute this annual allocation through a grant process. We receive applications for two kinds of grants: 1) LCC Grants that subsidize projects by individuals and groups; and 2) PASS Grants that help subsidize the cost of cultural field trips. We review each application and award funds based on many criteria, the strongest of which is that the project must demonstrate a local benefit.

Members: The Council is always interested in new members! The members of the Acton-Boxborough Cultural Council are volunteers who are interested in the arts and enjoy advocating for the arts in their communities. Members are appointed by the Board of Selectmen to a three-year term. The ABCC holds monthly meetings, and members are asked to serve on at least one sub-committee. The council may consist of up to 22 members, up to seven may be from Acton.

Acton Community Housing Corporation (ACHC)

472 Main St.

Acton, MA 01720

Phone: 978-263-9611

Email: ACHC@acton-ma.gov

Description:

The Acton Community Housing Corporation (ACHC) is appointed by the Board of Selectmen and charged with facilitating affordable housing for working families and individuals with modest incomes. The Board oversees First Time Homebuyer programs and moderate income rental units.

Responsibilities:

The ACHC acts as the Town's initial contact and preliminary negotiating agency with developers of proposed affordable residential housing projects (40B's).

- Reviews design and density
- Determines consistency with Comprehensive Permit Policy
- Initiates action to create affordable residential housing developments on Town-owned properties.

Monitors the Affordability Requirements for housing developments:

- sales price
- maximum income & asset eligibility
- size of households applying for affordable units
- continued eligibility of the designated affordable Deed Restricted units
- marketing & outreach plan to ensure affirmative fair marketing
- Deed Riders used to ensure continued affordability
- resale of affordable units

Meetings:

Usually the 1st and 3rd Thursdays of the month at 7:00 PM (check the Town Calendar) in Room 126 of the Town Hall.

Membership: Five regular members for three year terms, two or more associate members allowed for one year terms. Appointed by Board of Selectmen.

Board of Appeals

472 Main St.

Acton, MA 01720

Phone: 978-264-9632

Email: BOA@acton-ma.gov

Description:

The Board of Appeals (BOA), also called Zoning Board of Appeals (ZBA) is an administrative appeals board for the Town. It holds public hearings to determine the granting of variances to zoning, special permits, and appeals of the Building Commissioner's decisions. It is also the granting authority for Comprehensive Permits (affordable housing developments).

Additional Duties:

Members are assigned to write decisions of the Boards on a rotating basis. Membership can be very time consuming if many applications for appeals are pending. Extra meetings are then required and some outside work is necessary.

Membership:

3 members, 3 Associate members, 3 year terms. Candidates are appointed by the Board of Selectmen

Meetings:

2nd Monday of each month except April and August, at 7:30 at Town Hall

Board of Assessors

472 Main St.

Acton, MA 01720

Phone: 978-264-9622

Email: bas@acton-ma.gov

Description:

The board works with the Assessor/Appraiser, overseeing the establishment of property values, hearing appeals, reviewing abatements, establishing the tax rate, and processing the motor vehicle excise tax that is created by the Registry of Motor Vehicles. The board sets policy for the Town's tax program. Experience in real estate is helpful for serving on this board. Confidentiality is important in many instances.

Additional Duties:

Members must be prepared to expend large amounts of time for a period of about six months during re-evaluation years, which occur every third year. If many abatements are filed, the year after re-evaluation can have a couple of time-consuming months. During re-evaluation years, members do field reviews of all properties in Acton.

Special Requirements:

The Assessor's duties and qualifications are to a large extent covered by Mass. General Laws. The Commissioner at review under Ch. 58, Sec 3, has the power to require Assessors to attend in-service, pre-entry, and intern training programs on the technical, legal, and administrative aspects of the assessment process. These programs are to include the training required to meet minimum standards of assessment and classification performance. At the present time, the Commissioner requires that Assessors attend a one week course at the University of Massachusetts in Amherst on "Assessment-Administration-Law-Procedure Valuation" and pass a four hour exam. Other "recommended" workshops are scheduled on related topics throughout the year, but are not mandatory.

Membership:

3 members, 2 Alternate members, 3 year terms. Candidates are appointed by the Board of Selectmen

Meetings:

1st Wednesday of each month; meetings start at 6:00 at Town Hall.

Board of Health

472 Main St.

Acton, MA 01720

Phone: (978) 264-9634

Email: boh@acton-ma.gov

Description:

The Board of Health is charged with protecting the overall public health of the citizens of Acton. Although there are many septic issues brought before the Board, some of the other duties of the Board are the granting of Hazardous Materials Control Permits, and to act on any special requests made to the Board of Health by residents or businesses in town.

Membership:

The Board is made up of five (5) full members, two (2) voting associate members and two (2) non-voting associate members. The Board's responsibilities include monitoring public health and environmental matters. The Board sets policy for issues concerning the above and oversees the staff of the Health Department. An environmental or health science background is helpful but not necessary to work on this board.

Members occasionally are required to serve on one or more sub-committees on other Town boards where there are overlapping interests. An applicant needs no special knowledge, but should be willing and able to give necessary time, to be conscientious in attending to duties and meetings, and willing to learn.

3 year terms. Appointed by the Board of Selectmen.

Meetings:

The Board of Health generally meets at the Memorial Library Meeting Room on the 2nd and 4th Monday of each month from 7:30 to 10:00PM

Cable Advisory Committee

472 Main St.

Acton, MA 01720

Phone: (978) 264-9606

Email: cac@acton-ma.gov

Description:

The Cable Advisory Committee serves to advise the Board of Selectmen in matters pertaining to Cable Television in the Town of Acton. We also accept complaints from consumers and work with the cable company to resolve issues.

Members:

We need new members to begin working with the committee now in order to have a strong committee familiar with cable issues when the time comes around for the next license renewal negotiations. If you are interested, come visit us at one of our upcoming meetings, and if you like what you see, then please contact the Volunteer Coordinating Committee through the Town Manager's office.

Meetings:

We meet at Town Hall the second Thursday of each month at 7:30 pm. Our meetings are open to the public, and citizens are encouraged to attend.

Cemetery Commission

472 Main St.

Acton, MA 01720

Phone: (978) 264-9644

Email: cemetery@acton-ma.gov

Description:

The Commissioners are responsible for expenditures from the various cemetery trust funds and oversee the operation and care of the three Town-owned cemeteries. They assist in the preparation of the cemetery budget and set policy for the use of the cemeteries.

Membership:

3 members, 3 year terms. Appointed by the Board of Selectmen

Meetings:

2nd Wednesday of each month

Commission on Disability

472 Main St.

Acton, MA 01720

Phone: (978) 264-9615

Email: cod@acton-ma.gov

Description:

The Commission on Disability's mission is to make Acton a better place to live by: advocating for the rights and interests of citizens with disabilities and their families; ensuring that Acton meets the laws, regulations, and guidelines set down by federal, state and regional bodies pertaining to the rights of citizens with disabilities; and acting as a resource for education around the needs of people with disabilities and their families.

Additional Duties:

- Advocacy and education around the needs of persons with disabilities.
- Assisting town departments in complying with the ADA.
- Coordinating and carrying out programs designed to meet the needs of persons with disabilities in coordination with the programs of the Massachusetts Office on Disability.
- Researching local problems of persons with disabilities.
- Coordinating activities of other local groups organized for similar purposes.
- May advertise, prepare, print and distribute books, maps, charts, plans and pamphlets necessary for the work.
- May receive gifts of property, both real and/or personal, in the name of the Town, subject to the approval of the Board of Selectman. Such gifts are to be managed by the Commission for the purpose of the Commission's work

Membership:

The commission allows up to 9 members and a majority of the members should consist of persons with a disability. A member may be of the immediate family of a person with a disability, and one member will be either an elected or appointed official of the Town. Any individual with an interest in the needs and concerns of persons with a disability is also encouraged to join the commission. A member can serve two terms of 3 years each. The Town Manager appoints members subject to the approval of the Board of Selectman.

Meetings:

The meetings are held on the second Thursday of the month, September through June, 7:00 to 9:00 PM at the Town Hall.

Community Preservation Committee

**Address: Planning Department
472 Main Street, Acton, MA 01720
Phone: (978) 264-9636
Email: cpc@acton-ma.gov**

Description: The Community Preservation Committee (CPC) began in January 2003 after Acton voters adopted the Community Preservation Act (CPA). The Community Preservation Committee is charged with studying the needs, possibilities and resources of Acton regarding community preservation. Its members are representatives from other Acton committees or residents of the town.

Additional Duties:

The Community Preservation Committee oversees Acton's Community Preservation Fund, selects preservation projects and recommends selected projects to Town Meeting for funding. Preservation projects may include acquiring, preserving and creating open space, historic resources, land for recreational use, and community housing.

Membership:

9 regular members, 3 year terms. 2 associate members, one year terms.

The CPA Bylaw requires representation from the following boards: Selectmen, Planning, Conservation, Recreation, Historical Commission, and the Housing Authority. There are also three at-large members on the committee. At-Large and Associate Members are appointed by Board of Selectmen. All others are appointed by the Board or Commission they represent.

Meetings:

Meetings are generally held on the second and fourth Thursdays through the budget cycle and monthly through the summer.

Conservation Commission

**472 Main St.
Acton, MA 01720
Phone: (978) 264-9631
Email: concom@acton-ma.gov**

Description: This Commission promotes and develops the natural resources and seeks to protect the watershed resources of the Town. Its primary work consists of review of the site plans which are in or within 100 feet of wetlands. The Commission makes a decision on such a development based on compliance with State and local wetland laws. This Commission also develops bylaws, rules, and regulations regarding conservation issues for the Town. When necessary, it works in conjunction with other Town boards and neighboring town boards to coordinate efforts that are of a broader or regional nature.

Additional Duties:

The Conservation Commission is also in charge of a conservation and passive outdoor recreation plan consistent with the town Master Plan. When possible, it purchases and manages land for passive recreation and informs the public about these through maps and brochures.

Meetings:

The Commission normally meets the first and third Wednesdays of the month and may meet more frequently when there are special projects such as bylaws to be written. The work requires a cross-section of expertise from people who share a commitment to conservation and can give careful attention to the details which are important in the regulatory process.

The Commission sponsors the Acton Land Stewardship Committee, which looks after the 1,650 acres of Acton Conservation Land.

Membership:

7 members, 3 Associate members, 3 year terms. Candidates appointed by the Board of Selectmen

Council on Aging Board

Senior Center

50 Audubon Drive

Phone: 978-264-9643

Email: coa@acton-ma.gov

Location:

The Board of the Council on Aging (COA) meets in the living room of the Acton Senior Center, 50 Audubon Drive, on the second Monday of each month (except during the summer) at 3:45 p.m. The Board can be contacted through the Acton COA, the town department providing programs and services to the elderly (known also as the Senior Center), at 978-264-9643.

Mission:

The Board of the COA serves as an advocate for seniors, aiding them to maximize their independence and quality of life, and supports programs and services to meet seniors' health, economic, social and cultural needs.

Membership:

The COA board is composed of nine full members, in addition to associate members. Their names are Steve Baran, Chair; Mike Gowing, Vice Chair; Barbara Tallone, Treasurer; Sally Thompson, Secretary; Edwin Carell; Anita Dodson; Pat Ellis; Gena Manalan; and Paul Turner. A variety of skills and viewpoints, e.g., clergy, health care and human service agencies, postal workers, students, caregivers) are sought for Board membership. The Board of Selectmen (Pauline Knibbe, liaison) appoints members for a period of one year up to a maximum of six years.

Functions:

- 1 Shares skills with the Senior Center staff and participants
- 2 Identifies the needs of Acton seniors, particularly vulnerable populations
- 3 Advocates on behalf of seniors including support of the Senior Center budget
- 4 Serves in an advisory capacity to the Director and Board of Selectmen

5 Sets policy in conjunction with the Director and Board of Selectmen

Priorities

Survey: The Council on Aging board, assisted by the COA staff, has completed a needs assessment survey incorporating questions fashioned by the Board, staff, and other citizens with an interest in seniors.

Expansion Study: The Senior Center at the current site is operating at full capacity in spite of a lack of sufficient parking and inadequate indoor space. At the same time, the senior population continues to grow (from 2,000 in 1997 when the Center opened to a projected 4,900 in 2020 to 6,000 in 2030. A number of board members have participated on an Expansion Task Force of 22 citizens and staff members from Town departments to make recommendations among three principal options: 1) expanding at the current site; 2) moving to reclaimed office space; 3) building a new center on town-owned land.

Board Member Responsibilities: Board members identify needs and recommend policy for responding to such needs. This calls for listening to seniors and others concerned with their welfare; attending monthly board meetings, and advocating for seniors and senior center expansion.

Design Review Board

472 Main St.

Acton, MA

Phone: 978-790-7776

Email: designreviewboard@acton-ma.gov

Description: The mission of the Design Review Board is to promote attractive, pedestrian-friendly development that enhances Town character and overall quality of life. Its intention is also to streamline the commercial development process. To that end, the Design Review Board publishes the Design Review Guidelines for Commercial Districts.

Membership:

The Design Review Board consists of 5 full members and 2 associate members.

Meetings:

The Design Review Board meets the first and third Wednesday of every month at the Town Hall. All meetings are posted and open to the public.

Economic Development Committee

472 Main St.

Acton, MA

Phone: (978) 264-9636

Email: edc@acton-ma.gov

Description: The Economic Development Committee consists of members of town boards, the Chamber of Commerce, and citizens at large. Its members are appointed by the Board of Selectmen to advise them on issues concerning policies and zoning that foster commercial and business growth.

Membership: The EDC has six (6) full members, including one each from the Finance Committee, the Board of Selectmen and Planning and three (3) associate members. Volunteers for short-term projects are also welcome to participate.

Meetings:

Thursdays at 7:30 P.M. in Town Hall room 204 (subject to change - see Town Hall postings). For more information, contact the Planning Department at 978-264-9636.

Historic District Commission

472 Main St.

Acton, MA

Phone: (978) 264-9632

Email: hdc@acton-ma.gov

Description:

The Historic District Commission (HDC) is responsible for preserving the heritage of Acton by protecting the architecture and integrity of our three designated Historic Districts: Acton Center, South Acton and West Acton. The HDC administers and enforces the Town's local Historic District Bylaw, which was enacted by the town in 1990.

Most changes to the exterior appearance of a building or site require the HDC approval, in the form of a Certificate of Appropriateness issued by the Commission before the work begins. A property owner must submit an Application for Certificate. In some cases, the HDC will determine that the proposed work is excluded from its jurisdiction and issue a Certificate of Non-applicability. In order to obtain approval from another town board or department, a building permit for example, an owner must have either a Certificate of Appropriateness or Non-Applicability from the HDC.

Membership:

The Commission consists of seven regular members appointed by the Board of Selectmen to staggered terms. Among its members are property owners in each of the district, an Acton Realtor and a registered architect.

Meetings:

The HDC meets on the first and third Monday of each month at the Acton Town Hall. Please check the town web calendar for future meetings.

Historical Commission

472 Main St.

Acton, MA

Phone: 978-264-9612

Email: hc@acton-ma.gov

Description:

The objective of the Historical Commission is to protect and preserve the Town's cultural character and assets, be they archaeological sites, historic buildings, open spaces, landscapes, or historic districts. The Commission maintains the Cultural Resource List of significant structures in town and reviews any development, demolition or community planning to ensure that preservation concerns are considered via the public hearing process. The Cultural Resources List is available both online, and at the Memorial Library. It is currently being updated.

The Commission's jurisdiction includes everything outside of the three Historic Districts in town. The Commission can serve as a design resource to property owners who are remodeling older properties. The Commission also reviews and comments on all proposed subdivisions with regards to (loss of) stone walls, cart paths, old quarries, or other archaeological or historic elements of the landscape. During the review process, the group frequently visits the property to identify and document culturally significant resources.

Membership:

Six (6) full members for a three (3) year term, Two (2) Associate members for a one (1) year term

Land Stewardship Committee

472 Main St.

Acton, MA

Phone: (978) 264-9631

Email: lsc@acton-ma.gov

<http://www.actontrails.org>

Description: The Land Stewardship Committee is a volunteer committee responsible for the care of almost 1700 acres of Acton's conservation lands. The committee is sponsored by the Acton Conservation Commission, and assisted by the Natural Resources department. Most of the work is outside: patrolling the trails, blazing trails with paint, widening the trails when they grow narrow, removing blowdowns, mowing meadows, installing and repairing bridges, walkways and kiosks, supplying maps to kiosk map boxes, removing trash, cleaning up vandalism, and reporting major encroachment issues to the Conservation Commission and town staff.

The committee relies on the support of many additional volunteers in addition to the work of the sworn-in committee members. Volunteers help with trail clearing, boardwalk construction, wood-chip placement, invasive plant removal, and more. We often have particularly large and vigorous crews of young people during the Spring Senior service day, the Junior High 8 Green team service day, and from scout troops, cub packs, and eagle scout candidates. We maintain a email list of volunteers that we call on as needed.

Each year, we usually also organize an educational event, such as talks or workshops related to conservation lands.

We meet on the 3rd Tuesday of each month at 4:00 PM to plan our work. Our minutes are on record at the town's website, and at the Clerk's office. We are currently in the middle of restructuring our committee in some ways to work effectively and safely with our increasing numbers of volunteers and

conservation parcels, and to add a written charter with staggered terms for committee members and an agreed on way to choose a chair.

The full-color Acton trail guidebook is available at town hall, Acton EMS, Butter Brook Organic Farm, and Pedal Power Bike & Ski. Individual maps and parcel descriptions are available at our website, <http://www.actontrails.org>

Outdoor Lighting Education Committee

472 Main St.

Acton, MA

Phone: --

Email: olec@acton-ma.gov

Website: <http://www.acton-ma.gov/olec>

Description:

The Outdoor Lighting Education Committee (OLEC), formally known as OLAC, was chartered by the Acton Board of Selectmen early in 2002 to address residents' concerns over the increasing brightness and glare of outdoor lighting. The committee's mandate is to study the effects of increased outdoor lighting in the town, inform the public, and develop a draft for a new bylaw that will address these effects.

Planning Board

472 Main St.

Acton, MA

Phone: (978) 264-9636

Email: pb@acton-ma.gov

Description:

The Planning Board studies the resources and needs of the Town, particularly conditions affecting public welfare and safety related to land use and development. It uses the Master Plan and related processes to plan and make recommendations for the development of the Town, with special attention to the proper housing of its inhabitants. It has total responsibility for all subdivisions, for the administration of the subdivision by-law, and for the numerous special permits required by the town's zoning by-laws. The Board has the primary responsibility for the writing of zoning by-laws, which must be approved by Town Meeting. The Board is assisted in its day-to-day work by the Planning Department.

Membership:

The Board has a chairperson, vice-chairperson, and clerk. Each member of the board has special liaison or coordination responsibilities with other related boards of the Town and planning groups in the central Middlesex region.

7 members, 5 year terms. 2 associates/alternate members, each with 1-year terms. Appointed by the Board of Selectmen.

Additional Duties:

Members are assigned primary or secondary responsibility for reviewing subdivisions, and often undertake one or more short-term or long-term special projects, which may include participation on or

leadership of Planning Board subcommittees. Presentation of proposed changes to the Town's zoning by-laws at Town Meeting is shared by members of the board.

Packets are distributed for review prior to meetings. Often, several hours of preparation is necessary, including review of plans in the Planning Department office. Up to 20 hours per week can be required if a special project is undertaken, or a Town Meeting presentation is being prepared. Consistent attendance at meetings is very important, as hearings are often continued from meeting to meeting. Familiarity with state laws on zoning and subdivision, as well as the Town's by-laws, rules, and regulations, is essential, but is usually learned after becoming a member of the board. The most important requirements for membership are common sense, a willingness to learn, and the recognition that the board's job is to guide rather than to stop development in Town. The board functions well with an attorney, architect, municipal planner, engineer, and generalists.

Meetings:

Usually on the 2nd and 4th Tuesday of each month at 7:30 PM in the Memorial Library. Additional meetings may be scheduled as needed. For a current listing of meetings visit the Town Calendar. Also, the Planning Board meets for walks of proposed subdivision parcels, as needed, to fully understand the topographic and neighborhood impacts of the proposed development.

Recreation Commission

472 Main St.

Acton, MA

Phone: (978) 264-9608

Fax: (978) 264-9630

Email: rc@acton-ma.gov

Description: An advisory committee of the Board of Selectmen to oversee long range planning for recreational facilities and site acquisition, as well as development and maintenance of existing recreational facilities. The Commission maintains close liaison with the Conservation Commission, the Planning Board and the school's Community Education Department.

Additional Duties:

- Familiarize itself with the existing facilities, the current use and conditions.
- Bring any development or maintenance problems concerning existing facilities to the attention of the Town Manager and the Board of Selectmen.
- Meet with the Conservation Commission and its staff, the Planning Board and/or Chapter 61A Task Force to evaluate any proposed municipal acquisition of land or easements as to such proposed parcel's potential for active recreational uses.
- Bring any site or portion of a site proposed for municipal acquisition that it considers appropriate for active recreational use to the attention of the Town Manager and the Board of Selectmen.
- Keep abreast of the possibilities for the acquisition of land for active recreational use.
- Prepare any recreation-related articles for Town Meeting as considered appropriate or requested by the Board of Selectmen.

Membership:

Five (5) full members - three (3) year term, Two (2) associate members - one (1) year term
Appointed by the Board of Selectmen.

Sidewalk Committee

472 Main St.

Acton, MA

Email: sidewalks@acton-ma.gov

Description:

The sidewalk committee is an advisory committee reporting to the Board of Selectman. Using criteria developed by the committee in its first year, the committee created and continues to maintain a priority list of sidewalk projects to be constructed in Acton.

The Sidewalk Committee's primary role is to help Acton become a more pedestrian friendly town.

Tasks include:

- Maintaining the sidewalk criteria
- Maintaining the sidewalk priority list
- Maintaining the Sidewalk Design Guidelines
- Facilitating the construction of projects on the priority list
- Providing feedback and advice to town staff on sidewalk issues
- Interfacing with citizens on sidewalk issues
- Interfacing with other boards on sidewalk issues

The sidewalk committee maintains the sidewalk priority list and the sidewalk design guidelines. The sidewalk committee works to facilitate the construction of projects on the priority list by addressing funding issues, providing feedback and advice to town staff, and working with concerned citizens and other town boards interested in sidewalk issues.

Additional Duties:

The committee may review proposed development projects and provide input to the Planning Board or Board of Selectman regarding sidewalks. The committee may make recommendations to the Board of Selectmen on various sidewalk related policies.

Transportation Advisory Committee

472 Main Street

Acton, MA 01720

Phone: 978-264-9628

Email: tac@acton-ma.gov

Description:

The TAC coordinates local transportation planning efforts and makes recommendations to the Board of Selectmen and the Planning Board on:

- Traffic issues, including local roadway problems, planning, transportation infrastructure, parking, and traffic calming

- Bicycling issues, including recreational and commuter bike-path planning, roadway bicycle use, and other bicycle access issues
- Pedestrian issues, including sidewalk planning and priorities, creating pedestrian-friendly areas, and neighborhood traffic calming
- Annual appropriation requests for transportation-related capital and operating expenses

The TAC is expected to take a proactive as well as reactive role in dealing with these issues. Committee members may also choose to become involved in regional transportation planning efforts as observers, such as Route 2 planning efforts or Fitchburg rail-line improvements. However, the focus of the committee is on local transportation issues.

The TAC may be called on as needed to participate in Town Meeting presentation of local transportation issues or appropriation requests, hold public meetings, and respond to specific citizen requests concerning local transportation issues or improvements. The TAC also provides assistance and support in the implementation of the goals and objectives of the Town's Master Plan.

Most of TAC's recent work relates to the development of a public shuttle bus system meant to increase transportation options for seniors and people with disabilities who need more hours than the 8 to 4 van; commuters affected by the parking crunch at the South Acton Rail Station; non-drivers; and drivers without cars.

Additional duties and information:

Members may be assigned primary or secondary responsibility for specific issues. This might include gathering information, speaking to citizens, coordinating with town officials, and forming preliminary recommendations to report back to the Committee.

Beyond these specific assignments, some preparation should be expected before monthly meetings. Responsibility for taking and distributing minutes rotates with each meeting. Consistent attendance at meetings is important.

Experience or familiarity with transportation planning and/or cycling and pedestrian issues is useful. The most important requirements are common sense, a willingness to learn and seek creative solutions to transportation problems, and recognition that transportation planning should serve the community – including cyclists, pedestrians, and residents – not just motorists.

Membership:

Five (5) full members, for three (3) year term, Two (2) associate members, one (1) year term.

Volunteer Coordinating Committee

472 Main St.

Acton, MA

Phone: 978-264-9612

Email: vcc@acton-ma.gov

Description:

The Volunteer Coordinating Committee (VCC) works for the Board of Selectmen, Town Manager and Town Moderator to help find volunteers for more than 30 town boards. Interested residents file an application with the VCC, are invited for an interview, and guided to the town board that would be the best match for each applicant's interests and skills. The VCC also monitors the status of committee

membership and recommends reappointments of members who are eligible and wish to serve additional terms.

Members of Town Boards and Committees are volunteers who enjoy spending a few hours (usually in the evening) with their fellow residents helping the Town of Acton run efficiently while remaining a pleasant place to live. There are nearly 30 boards and committees dealing with a broad range of Town and regional interests such as conservation, finance, the arts, senior citizens and many more.

Follow a board's link on the town website for further information about each board or committee. Another excellent way to find out what any board does and how it operates is to attend its meetings - all meetings of all boards are always open to anyone. Time and place are listed on calendars at Town Hall, the Memorial Library, and soon this web site. It is recommended that you verify the meeting schedule just before the meeting, sometimes it changes.

Members of most Town boards are appointed by the Board of Selectmen. The Town Manager and Town Moderator appoint members of other boards. To apply, please fill out the Acton Volunteer Application on-line or print out a copy and fill in by hand.

Membership:

Seven (7) members, three (3) year term.



VOLUNTEER APPLICATION

TOWN OF ACTON
472 MAIN STREET
ACTON, MA 01720

TELEPHONE (978) 264-9612
FAX (978) 264-9630
EMAIL MANAGER@ACTON-MA.GOV

Residents interested in serving on a Town Board, Committee or Commission are requested to complete this form and send it to the Office of the Town Manager at Town Hall.

(Please print or type)

Title Mr. Mrs. Ms. Dr.	Email Address	Date
Last Name	First Name	Middle
Street Address	Home Phone	Business Phone

Please refer to Addendum A and indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: _____

Have you previously been a member of a Board, Committee or Commission (either in Acton or elsewhere)? If so, please list the Board name and your approximate dates of service: _____

Do you have any time restrictions? _____

Are you a U.S. Citizen? _____ Are you a Documented Resident Alien of Acton? _____ How long have you lived in Acton? _____ In Massachusetts? _____

Present occupation and employer (Optional: Attach resume): _____

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? _____

Education and special training: _____

Please list below any additional information or comments that may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interests/hobbies, etc.: _____

Thank you. If you have questions or would like more information, please contact the Town Manager's office at Town Hall, at (978)264-9612.

The space below is for use by the Managers office and or the Board of Selectmen and the appointing body to record the status of your application.

Interview

Applicant called _____
Schedule Date & Time _____
Recommendations _____

Board, Committee or Commission

Appointing Body

Selectmen/Manager/Moderator
Interview Date _____
Appointed Date _____
Term _____

Member/Alternate/Associate
Member/Alternate/Associate
Member/Alternate/Associate
Member/Alternate/Associate

Recommendation Sent _____

No openings at this time.

Notification of Appointment

Received _____
Committee Notified _____
Applicant Notified _____



VOLUNTEER APPLICATION: ADDENDUM A

TOWN OF ACTON VOLUNTEER BOARDS, COMMITTEES AND COMMISSIONS

Acton Boxborough Cultural Council	MAGIC/MAPC
Acton Community Housing Corporation	MBTA Advisory Board
Board of Appeals	Metropolitan Area Planning Committee
Board of Assessors	Minuteman Home Services
Board of Health	Minuteman Regional Technical High School
Board of Registrar of Voters	No Place for Hate
Cable Advisory Committee	Nursing Services Professional Advisory Committee
Cemetery Commission	Open Space and Recreation Advisory Committee
Commission on Disabilities	Outdoor Lighting Education Committee
Community Preservation Committee	Planning Board
Comprehensive Community Plan Outreach Committee	Public Ceremonies Committee
Conservation Commission	Recreation Commission
Council on Aging	Senior Center Expansion Advisory Committee
Design Review Board	Senior/Disabled Taxation Aid Committee
Economic Development Committee	Sewer Action Advisory Committee
Finance Committee	Sidewalk Committee
Fire & EMT Needs Task Force	Transportation Advisory Committee
Historical Commission	Treasurer's Investment Advisory Committee
Historic District Commission	Volunteer Coordinating Committee
Land Stewardship Advisory Committee	Water District-Land Management Advisory Committee
Lowell Regional Transit	