

# Boards, Commissions, Committees and Councils

Town of Winchester

# 2016



**Town of Winchester**  
**71 Mount Vernon St**  
**Winchester, MA 01890**  
**781-721-7130**  
**781-721-1153 (fax)**  
**[www.winchester.us](http://www.winchester.us)**

Included in this booklet is information concerning the boards, commissions, committees and councils of the Town of Winchester. Winchester's local government relies on the many volunteers that make our Town productive. If you have any questions or require information about any group listed please contact the Winchester Town Clerk.

## Town of Winchester, Massachusetts

As soon as the bill incorporating the Town of Winchester was signed, on April 30, 1850, Town Meeting began organizing the government, appointing a Board of Selectmen, Town Clerk, Treasurer, Board of Assessors, and School Committee. A variety of boards and committees have followed, formed to meet the changing needs of the town.

What has not changed is the need for citizen involvement in Town government. While Town staff manages daily operations, it is the boards and committees which set policies, recommend the budget, determine assessments, hold public hearings on developments, study and oversee building projects, determine the curriculum, develop elder and youth services, and much more.

This booklet is designed to acquaint residents with volunteer opportunities. In addition to those included here, study committees and ad hoc working groups also exist which need the participation of townspeople with talent and dedication.

Anyone interested in participating in town affairs should check the Town's Official Website at [www.winchester.us](http://www.winchester.us) under jobs/volunteering. All residents qualified are encouraged to apply when such vacancies occur. These volunteer positions provide residents an opportunity to participate in maintaining Winchester's quality of life and services.

This booklet was originally printed by the Winchester Board of Selectmen in 2003. This document is currently maintained and updated by the Town Clerk of Winchester, Massachusetts

2016

## **ELECTED BOARDS & COMMITTEES**

### **BOARD OF ASSESSORS**

Members: 3  
 Length of Term: 3 years  
 Meeting Times: As needed

Purpose: The Assessors annually make a valuation of all property, both real and personal, with the Town and compute the tax rate for each year.

Ref.: Charter, Art. 3, Sect. 3 (4)

### **BOARD OF HEALTH**

Members: 3  
 Length of Term: 3 years  
 Meeting Times: Second Monday of the month, 6 p.m.

Purpose: The Board of Health is responsible for the formulation and enforcement of rules and regulations affecting the environment and the public health.

Ref.: Charter, Art. 3, Sect. 3 (5)

### **BOARD OF LIBRARY TRUSTEES**

Members: 5  
 Length of Term: 3 years  
 Meeting Times: Third Tuesday of the month, 6:30 p.m.

Purpose: The Trustees have the custody and management of the library and of all its related property. The Board authorizes expenditures, administers all gifts or bequests to the library, and appoints library staff.

Ref.: Charter, Art. 3, Sect. 3 (6)

**BOARD OF SELECTMEN**

Members: 5  
Length of Term: 3 years  
Meeting Times: Monday or alternate  
Mondays as needed,  
7:30 p.m.

Purpose: The executive authority of the Town is vested in the Board of Selectmen, which has all the powers and duties given to such boards under the Constitution and General Laws of the Commonwealth. The Board sees that the laws and orders of the Town are enforced and that a record of all its official acts is kept. It prepares the warrant, calls Town Meeting, and publishes the reports of Town officers. It lays out streets for acceptance as public ways and is the license board of the Town. This board appoints the Town Manager, Town Counsel, Town Comptroller, and members of all appointed multiple-member bodies for whom no other method of selection is provided.

Ref.: Charter, Art. 3, Sect. 3 (2)

**HOUSING AUTHORITY**

Members: 5, of whom 4 are chosen by ballot and 5<sup>th</sup> is appointed by the governor  
Length of Service: 5 years  
Meeting Times: Second Tuesday of the month at 7:00 p.m.  
<http://winchesterha.org/>

Purpose: The Housing Authority is authorized to manage the construction, financing, maintenance, and rental policies of low-cost housing for low-income families and the elderly. It reports to the state and federal governments concerning their respective programs. The Winchester Housing Authority owns and operates 112 units under Chapter 689, public housing units for senior citizens and 9 units under Chapter 705, state-aided housing for families, and it administers 143 Section 8 Housing Choice Vouchers, funded by the U.S. Department of Housing and Urban Development.

Ref.: Charter, Art. 3, Sect. 3 (9)

**MODERATOR**

Member 1  
Length of Term: 1 year  
Meeting Times: Spring, Fall Town Meetings or as called.

Purpose: The Moderator, as provided in section 2-7, shall preside and regulate the proceedings at all sessions of each Town Meeting, and shall have all of the powers and duties given to moderators under the Constitution and General Laws of the Commonwealth, and such additional powers and duties as may be authorized by the Charter, by By-Law or by other Town Meeting vote.

**NORTHEAST REGIONAL VOCATIONAL SCHOOL**

Member: 1  
Length of Term: 5 years  
Meeting Times: Second Thursday of each month 7p.m.

<http://www.northeastmetrotech.com/>

Purpose: One member is elected from Winchester to represent our community to the Regional School District. Appears on the November ballot each term date.

**PLANNING BOARD**

Members: 5  
Length of Term: 3 years  
Meeting Times: Tuesdays at 7 p.m.

Purpose: The Planning Board makes studies and prepares plans concerning the resources, possibilities, and needs of the Town. It has the power to regulate the subdivision of land within the Town by the adoption of rules and regulations governing such development. The Board may sponsor amendments to the Zoning Bylaw. It is responsible for creating and updating a master plan.

Ref.: Charter, Art. 3, Sect. 3 (8)

**SCHOOL COMMITTEE**

Members: 5  
Length of Term: 3 years  
Meeting Times: Second and fourth  
Tuesdays of the month,  
7:00 p.m., Sept. to June

Purpose: The School Committee establishes education policy, determines curriculum in accordance with statutes, and makes all reasonable rules and regulations for the administration and management of the public schools. It submits a proposed annual budget to the Town Manager and supervises expenditures. It appoints the Superintendent of Schools and all other school officers and employees.

Ref.: Charter, Art. 3, Sect. 3 (3)

**APPOINTED COMMITTEES AND BOARDS**

**AUDIT ADVISORY COMMITTEE**

Members: 8, 2 BOS, 3 citizens with expertise in accounting, auditing, Town Manager, Comptroller and Treasurer (ex-officio, nonvoting)  
Appointed by: Board of Selectmen  
Length of Term: 3 years  
Meeting Times: As needed

Purpose: The Board of Selectmen has established an Audit Advisory Committee to assist them in their oversight of the annual financial audit.

Ref.: Vote of the Board of Selectmen, May 22, 2006.

**BOARD OF REGISTRARS OF VOTERS**

Members: 3 registered voters who hold no other office of the local, state, or federal Governments, plus the Town Clerk who is a member, ex-officio  
Appointed by: Board of Selectmen  
Length of Term: 3 years  
Meeting Times: As needed

Purpose: In addition to registering all voters, the registrars verify all signatures on nomination papers or petitions.

Ref.: Board of Selectmen, 1884

**CABLE ADVISORY COMMITTEE**

Members: 10, including a School Committee member  
Appointed by: Board of Selectmen  
Length of Term: 3 years  
Meeting Times: As needed

Purpose: This committee advises the Board of Selectmen about cable television services and contract issues.

Ref.: Board of Selectmen, May 29, 1973 and Sept. 13, 1982

**CAPITAL PLANNING COMMITTEE**

Members: 7, including 3 voters and 1 representative each from the Planning Board and School Committee and 2 representatives from the Finance Committee  
Appointed by: 3 appointed by the Board of Selectmen.  
Length of Term: 3 years  
Meeting Times: Wednesdays at 7:00 p.m.

Purpose: The CPC shall assist the town manager in the development of a capital improvement program and report their recommendations to the Board of Selectmen and Finance Committee.

Ref.: Town Meeting, Apr. 18, 1974, Art. 25; M.G.L. 40 8B

**CLIMATE ACTION PLAN ADVISORY COMMITTEE**

Members: 9  
Appointed by: Board of Selectmen  
Length of Term: 3 years  
Meeting Times: Third Thursday at 7:30 p.m.

Purpose: The purpose of Winchester's Climate Action Plan Advisory Committee is to monitor the progress of Winchester's public, residential, commercial and industrial sectors in achieving the goals and initiatives set forth in Winchester's Climate Action Plan and to advise and assist the Board of Selectmen and the Town Manager in the ongoing development and implementation of the Plan's recommendations. The Committee also shall recommend to the Board and Town Manager any adjustments to the Plan it deems necessary to address changing conditions, technology and learning.

**COMMISSIONER OF TRUST FUNDS**

Members: 3  
Appointed by: Board of Selectmen  
Length of Term: 3 years  
Meeting Times: Monthly

Purpose: The Commissioners manage all trust funds given or bequeathed for the benefit of the Town or its inhabitants, unless the donor has otherwise provided.

Ref: Bylaws, Ch. 5, Sect. 11 & 12

**COMMITTEE ON GOVERNMENT REGULATIONS**

Members: 8, one from each precinct  
Appointed by: Town Meeting Members  
Length of Term: 1 year  
Meeting Times: As needed for Town Meeting articles.

Purpose: A standing committee of the Town Meeting, the committee reviews and recommends revisions to the By-Laws as needed (every 10 years in any case) and reviews and reports on all warrant articles that would, if adopted, affect the By-Laws or Charter of the Town.

Ref: By-Laws, Ch. 2, Sect. 4.3

**COMMITTEE ON NAMES**

Members: 8, one from each precinct  
Appointed by: Town Moderator  
Length of term: 1 year

Meeting Times: As needed for Town Meeting articles.

Purpose: The Committee evaluates suggestions for the naming of public places and structures (except street names)

Ref: Town Meeting, Nov 14, 1977, Art. 21

**COMMITTEE ON RULES**

Members: 8, one from each precinct  
Appointed by: Town Moderator  
Length of term: 1 year

Meeting Times: As needed for Town Meeting articles.

Purpose: A standing committee of the Town Meeting, this committee provides continuing oversight of the business, conduct, and procedures of the Town Meeting, proposing changes as it is deems necessary.

Ref: Bylaws, Ch. 2, Sect. 4.4

**CONSERVATION COMMISSION**

Members: 7  
Appointed by: Board of Selectmen  
Length of Term: 3 years  
Meeting Times: Second and fourth Tuesday at 7:30 p.m.

Purpose: The Commission has responsibility for the preservation of open space and protection of the Massachusetts Wetlands Protection Act. It holds public hearing on projects that are in or near wetland resource areas.

Ref.: Massachusetts General Laws Chapter 40 Section 8C, Code of By-Laws Chapter 13 Sections 1-17.

**CONSTABLE**

Members: 4  
Appointed by: Board of Selectmen  
Length of Term: 1 year

Purpose: To assist in serving official documents from the Town of Winchester. Additionally may

serve to deliver official court documents on civil issues.

Ref.: Massachusetts General Laws Chapter 41 Section 91A.

**COUNCIL ON AGING**

Members: 11, including the Director on the Council on Aging.  
Appointed by: Board of Selectmen  
Length of Term: 3 years  
Meeting Times: Second Wednesday at 9:00 a.m. at the Jenks Senior Center.

Purpose: Mandated by the State Executive Office of Elder Affairs and the Federal Administration on Aging, the Council’s duties are to identify the needs and resources of the Town’s elderly population; to design services in response to these needs and provide resources such as social and health services, financial and legal consultation, transportation, and educational programs; and to educate the community and enlist its support in implementing the Council’s programs.

Ref: Town Meeting, April 18, 1974, Arts. 25: M.G.L 40 § 8B

**CULTURAL COUNCIL**

Members: 9  
Appointed by: Board of Selectmen  
Length of Term: 3 years (limited to 2 terms)  
Meeting Times: As needed to act on Application filed in October

Purpose: Formerly the Winchester Arts Council, the Cultural Council establishes guidelines for local use of arts lottery funds, determines if applications comply with those guidelines, and awards funds.

Ref.: M.G.L. Ch. 10, § 58; Board of Selectmen, May 13, 2002.

**DESIGN REVIEW COMMITTEE**

Members: 7; of those appointed by the Planning Board 1 shall have a plant material or horticultural background, 1 shall have a visual-design background as an architect or landscape architect, and 1 shall represent a local business.  
Appointed by: 2 appointed by the Board Selectmen, 2 by the Town Moderator, and 3 by the Planning Board  
Length of Term: 3 years  
Meeting Times: Second Monday of the month 7:30 p.m.

Purpose: The Committee reviews and advises on site improvements, visual design, and façade changes within the Town when requested by the Board of Selectmen or the Planning Board. It makes recommendations on all sign permit applications transmitted by the building commissioner. It also assists the DPW in the implementation of visual improvements when requested by the selectmen.

Ref.: Town Meeting, May 24, 1982, Art. 22, Nov. 4, 1991, Art. 5, and Nov. 17, 2003.

**DISABILITY ACCESS COMMISSION**

Members: 9, including the ADA Coordinator appointed by the Town Manager.  
Appointed by: Town Manager  
Length of Term: 3 years  
Meeting Times: First Thursday of the month at 7:00 p.m.

Purpose: The Disability Access Commission’s mission is to protect the rights and facilitate the inclusion of individuals with disabilities in all aspects of community life within Winchester.

Ref.: Massachusetts General Laws, Chapter 40 Section 8J.



**EDUCATIONAL FACILITIES PLANNING & BUILDING COMMITTEE**

Members: 11, including 1 registered Architect, 1 registered Engineer and the Superintendent of Schools.  
Appointed by: The architect and engineer are appointed jointly by the Selectmen and School Committee, 1 appointed by each of the Selectmen and the School Committee, 5 by the Town Moderator, and 1 by the Finance Committee  
Length of Term: 3 years  
Meeting Times: Wednesdays at 7:30 p.m.

Purpose: The EFPBC is charged with the preparation and periodic adjustment of the School Facilities Master Plan. It makes recommendations for each building and oversees design and construction.

Ref.: Town Meeting, April 24, 1995, Art. 10, and Dec. 9, 1996, Art. 14

**ENERGY MANAGEMENT COMMITTEE**

Members: 11, 2 EFPBC, 4 Ex-Officio, 4 Board of Selectmen, 1 Finance Committee.  
Appointed by: Joint Committees  
Length of Term: Indefinite  
Meeting Times: Third Monday at 7:00 p.m.

Purpose: The Energy Management Committee is charged by the Board of Selectmen with advising and assisting the Town of Winchester in the implementation of energy efficiency and renewable energy related cost-saving measures for municipal buildings, facilities and infrastructure.

Ref.: Vote of the Board of Selectmen September 2003, amended November 2005, January 2006 and August 2010.

**FIELD MANAGEMENT COMMITTEE**

Members: 9 including the School Athletic Director, Recreation Director, DPW Director or designee, Town Engineer  
Appointed by: 1 citizen appointed by the School Committee and 4 appointed by the Board of Selectmen  
Length of Term: 3 citizen appointments are for 2 years  
Meeting Times: No regular schedule, meets as needed on field projects

Purpose: This Committee reviews and oversees the use and maintenance of the playfields, makes recommendations for improvements to the fields and recreational green space, reviews scheduling of events, and makes recommendations to the Recreation Department on issuing field use permits.

Ref.: Board of Selectmen, June 17, 1993; 2010

**FINANCE COMMITTEE**

Members: 15 voters who hold no other Town office  
Appointed by: An appointing committee Consisting of the Town Moderator and Chairman of the Board of Selectmen and the Finance Committee  
Length of Time: 3 years  
Meeting Times: Weekly or twice weekly during budget preparation, generally January to April; other times as needed

Purpose: The Committee studies departmental budgets, the Town Manager’s proposed budget and special articles in the warrant, holds one or more public hearings, and recommends a budget which is voted by Town Meeting. The Committee also makes recommendations on all warrant articles, which involve the expenditure of Town funds. At its discretion it may also report on any article in the warrant.

Ref.: By-laws, Ch. 2, Sect. 4.1

**HERITAGE DISTRICT COMMISSION**

Members: 7 (5 full, 2 Alternate)  
Appointed by: Planning Board 3 full & 1 alternate; Board of Selectmen 2 full & 1 alternate  
Length of Term: 3 years  
Meeting Times: [www.winchester.us](http://www.winchester.us)

Purpose: Heritage District Commission reviews and advises on site improvements and visual design within the newly created Rangeley Park Heritage District.

Ref. Spring Town Meeting Article 2; April 30, 2015

**HISTORICAL COMMISSION**

Members: 7  
Appointed by: Town Manager, with approval of the Board of Selectmen  
Length of Term: 3 years  
Meeting Times: Second Monday of the month, 7:30 p.m.

Purpose: The Commission is concerned with the preservation, protection, and development of the historical or archeological assets of the Town and conducts research on places of historic or archeological value.

Ref.: town Meeting, April 3, 1967, Art. 47; M.G.L., Ch. 40 8D

**HOUSING PARTNERSHIP BOARD**

Members: 13, including 6 voters who hold no other Town office, plus 1 member from each of the Board of Selectmen, Planning Board Housing Authority, Council on Aging, Conservation Commission, School Committee and Disability Access Commission.  
Appointed by: Town Moderator

Length of Term: 3 years  
Meeting Times: Third Wednesday of the month at 7:30 p.m.

Purpose: The Board recommends overall strategies and specific proposals for the development of affordable housing and applications for, and allocation of, Federal and State housing development subsidies and grants, and it reviews and makes recommendations on the inclusion of affordable housing in proposals for privately financed multiple-unit developments.

Ref.: Town Meeting, Nov. 9, 1987, Art. 2, and Nov. 10, 1988, Art. 20

**PERMANENT STREET TREE COMMITTEE**

Members: 7  
Appointed by: Joint appointment, 1 Board of Selectman, 1 Town Forest, Town Planner, 1 DPW, 1 Design Review Committee Rep., 1 Planning Board Rep., 1 Conservation Commission Rep.

Length of Term: 3 years  
Meeting Times: As needed

Purpose: The Board of Selectmen has established a Permanent Street Tree Committee to assist the Town in the planning, funding and implementation of street tree planting and maintenance. The Committee shall be an advisory committee who shall advocate for street trees in the Town, provide policy recommendations to the Board of Selectmen, Planning Board and Capital Planning Committee, and assist in the annual determination of funding from the Peter Van Aken Permanent Street Tree Fund.

Ref.: Vote of the Board of Selectmen July 2009, amended March 2010.

**PERSONNEL BOARD**

Members: 7 members who hold no other Town office



Appointed by: An appointing committee consisting of the Town Moderator the Chairman of the Board of Selectmen and School Committee.

Length of Term: 3 years  
 Meeting Times: As needed

Purpose: The Board acts as a central authority for personnel conditions, wage and salary adjustments, and job classification. It assists in the coordination of collective bargaining activities with all organized groups, except the school staff. It reports on warrant articles involving personnel matters.

Ref.: Bylaws, Ch. 2, Sect. 4.2

**RETIREMENT BOARD**

Members: 5  
 Appointed by: One member is appointed by the Board of Selectmen; two are elected by the employees; one member is the Comptroller and one member is chosen by the four members.

Length of Term: 3 years  
 Meeting Times: As needed

Purpose: The Winchester Contributory Retirement Board is established under the provisions of Chapter 32 of the M.G.L., Sections 1 to 28 inclusive. The Board meets at least once a month for the transaction of such business as may properly come before it. The Board shall keep a record of all its proceedings. Additional description of powers and duties of the Retirement Board may be found in M.G.L., Chapter 32, Section 5.

**SENIOR CITIZEN TAX COMMITTEE**

Members: 5, including the Chairman of the Board of Assessors, the Town Treasurer, and 3 residents

Appointed by: Board of Selectmen  
 Length of Term: 3 years  
 Meeting Times: As needed

Purpose: The Committee administers a special taxation fund to assist low-income elderly and disabled persons to meet their property tax obligations.

Ref.: Town Meeting, May 10, 1999, Art. 22

**TOWN FOREST COMMITTEE**

Members: 3  
 Appointed by: Board of Selectmen  
 Length of Term: 3 years  
 Meeting Times: As needed

Purpose: The Committee manages and cares for the Town forest.

Ref.: M.G.L., Ch. 45, 21

**WILDWOOD CEMETERY ADVISORY COMMITTEE**

Members: 5  
 Appointed by: Board of Selectmen  
 Length of Term: 3 years  
 Meeting Times: Second Tuesday of the month

Purpose: This Committee advises the Cemetery Commissioners (who are also the Selectmen) on the condition of Wildwood Cemetery and makes recommendations with respect to its care and maintenance.

Ref.: Town Meeting, Nov. 10, 1980, Art. 34, April 26, 1982, Art. 22, Nov. 6, 1997, Art. 10, and Nov. 17, 2003, Art. 16

**WINCHESTER COMMUNITY ACCESS AND MEDIA (WINCAM)**

Members: 9 directors  
 Appointed by: 2 appointed by the Board of Selectmen, 1 by the Superintendent of Schools, the remaining 6 elected by the corporation’s membership.

Length of Term: 3 years  
 Meeting Times: Monthly at variable times

Purpose: Winchester Community Access and Media, Inc. (Win CAM), is a non-profit corporation which provides non-commercial public and educational cable access and related services to the residents, schools, businesses and other institutions of Winchester.

Ref.: Win CAM Bylaws, 2000

### **WRIGHT-LOCKE FARM CONSERVANCY BOARD**

Members: 11  
 Appointed by: Board of Selectmen 2;  
 Moderator 5; 1 member  
 appointed from Finance  
 Committee, Council on  
 Aging, Conservation and  
 Historical Commission

Length of Term: 3 yr. terms  
 Meeting Times: <https://www.wlfarm.org/>

Ref: Spring Town Meeting 2008

Purpose: To manage, operate and steward certain land, buildings, assets and resources sited on and constituting Wright-Lock Farm.

### **ZONING BOARD OF APPEALS**

Members: 3 regular members, 3  
 Associate members  
 Appointed by: Board of Selectmen  
 Length of Term: 3 years  
 Meeting Times: Third Tuesday of the  
 month 7:45 p.m.

Purpose: The ZBA hears and decides applications for special permits, petitions for variances from the terms of the Zoning Bylaws, site plan approvals as mandated by the Zoning ordinance, and appeals from decisions of the Zoning Enforcement Officer (Building Commissioner).

Ref.: Zoning Bylaws, Sect. 8.3; M.G.L. 40A 14