



TOWN OF MILLVILLE

APPOINTED POSITIONS

BOARD OF ASSESSORS

3-Year Term

3-Member Board

Responsibilities: To list and value all real and personal property; setting the annual tax rate; reviewing taxpayer applications for abatements and exemptions; and appoint the assistant assessor.

Time Commitment: Board meets once per month in the evening, as posted.

Requirements: Successful completion of the Division of Local Services Course 101 within one year of appointment.

CABLE ACCESS COMMITTEE

1-Year Term

5-Member Committee

Responsibilities: To advise the Board of Selectmen on public, educational and governmental cable access policies, procedures and programming; review complaints, suggestions and issues raised relative to the cable system, the licensee and the services provided and make recommendations to the Board of Selectmen on such matters; oversee grant money; recommend equipment, programs and cable needs; responsible for the filming of town events to be shown on the Town's cable access channel.

Time Commitment: Committee meets once per month in the evening, as posted.

Requirements: Experience with and knowledge of camera equipment and filming a plus.

CAPITAL PROGRAM COMMITTEE

4-Year Term

5-Member Committee

Responsibilities: To review the Town's annual Capital Improvement Program; study capital outlays involving acquisition of land or an expenditure of \$5,000 and a useful life of at least three years; consider need, cost, timing and effect upon Town's financial position; publish and distribute, along with the Finance Committee, an annual report containing such outlays and a Capital Improvement Program for the next five years.

Time Commitment: Committee meets as necessary during budget season.

Requirements: A background in finance or a familiarity with budgets a plus.

CONSERVATION COMMISSION

3-Year Term

5-Member Commission

Responsibilities: To administer the performance standards of the Wetlands Protection Act and the Town's Wetlands By-law; preserve and develop the Town's natural resources; protect watershed resources; advise other town boards and officials on aspects of conservation and environmentally related issues; and appoint a clerk.

Time Commitment: Commission meets the 1st Wednesday evening of each month.

Requirements: An interest in protecting the environment is essential.

COUNCIL ON AGING

3-Year Term

7-Member Council

Responsibilities: To promote and identify the total needs of elders in the community and to advocate for and implement services to fill these needs; educate the community and enlist support and participation; design, promote and support any other programs that are designed to assist elderly programs in the community; and submit an annual report to the Office of Elder Affairs for review and evaluation.

Time Commitment: Council meets the last Monday of each month at 2:30 p.m.

Requirements: Must have an interest in elder affairs and knowledge of senior issues.

CULTURAL COUNCIL**3-Year Term****5-Member Council**

Responsibilities: To promote excellence, access, education, and diversity of all the arts through the disbursement of state funds to individuals and non-profit organizations for projects and events that offer public benefit in the arts, humanities, and interpretive sciences.

Time Commitment: Council meets once per month from September through December.

Requirements: Successful completion of the Massachusetts Cultural Council Training Class within three months of appointment and an interest in the Arts is essential.

FINANCE COMMITTEE**3-Year Term****5-Member Committee**

Responsibilities: To review all questions pertaining to the appropriation or expenditure of Town funds; consider all municipal questions for the purpose of making reports or recommendations to the Town; and submit a budget at the Annual Town Meeting.

Time Commitment: Committee meets as necessary during budget season.

Requirements: A background in finance or familiarity with budgets a plus.

HISTORICAL COMMISSION**3-Year Term****5-Member Commission**

Responsibilities: To identify and record the historical assets of the community and to develop and implement a program of preservation and protection of the historical assets of the Town.

Time Commitment: Commission meets the 1st Tuesday evening of each month.

Requirements: An interest in the history of the Town is significant.

PARKS AND RECREATION**3-Year Term****5-Member Commission**

Responsibilities: To lay out and improve parks; appoint necessary individuals as appropriation allows; general charge and superintendence of all public parks; improve and make rules and regulations for public parks; and conduct programs and recreational activities.

Time Commitment: Commission meets the 2nd Thursday evening of each month.

Requirements: An interest in the preservation and improvement of recreational facilities a plus.

VETERAN'S AGENT**1-Year Term****1 Position**

Responsibilities: To provide services to veterans and their dependents; administer public assistance benefits under M.G.L. c.115; assist veterans in obtaining VA compensation; furnish information, advice and assistance to veterans and their dependents to enable them to procure the benefits to which they are or may be entitled; work closely with federal agencies for the aid of veterans.

Time Commitment: Availability to the public and meetings with residents, at your discretion.

Requirements: Must be a Veteran.

ZONING BOARD OF APPEALS**3-Year Term****3-Member Board**

Responsibilities: To review appeals for decisions under building or zoning to determine whether or not to vary from the Zoning By-Laws by issuing Variances and/or Special Permits; decide all appeals made by an aggrieved person trying to get enforcement action; and issue building permits.

Time Commitment: Board meets as required for Zoning appeals matters.

Requirements: None.



TOWN OF MILLVILLE

ELECTED POSITIONS

BLACKSTONE-MILLVILLE REGIONAL SCHOOL COMMITTEE

MILLVILLE MEMBERS

4-Year Term

4 Millville Members

Responsibilities: To establish goals and policies for the Blackstone-Millville Regional School District relating to education and insuring that the policies are implemented by the Administration; appoint the Superintendent of Schools; make all reasonable rules and regulations, consistent with law, for the administration and management of the public schools; review and approve of the Blackstone-Millville Regional School District annual budget; and negotiate the collective bargaining agreement.

Time Commitment: Committee meets twice per month and as required during budget season.

Requirements: An interest and knowledge in issues relating to education and budgets a plus.

BOARD OF HEALTH

3-Year Term

3-Member Board

Responsibilities: To oversee the public health and welfare issues of the Town; grant various permits, such as food establishment, well, septic and percolation test; conduct general inspections and consultation regarding Title V review, water analysis samples, nuisance complaints, restaurant and school inspections; and appoint a Health Agent to act on behalf of the Board.

Time Commitment: Board meets the 1st and 3rd Wednesday evenings of each month.

Requirements: Successful completion of NIMS ICS-700 and ICS-100 classes.

BOARD OF SELECTMEN

3-Year Term

5-Member Board

Responsibilities: To administer and implement decisions of Town Meeting; establish policy and guidelines for the coordination of local government operations; serve as Commissioners of the Police Department and as the Town Licensing Authority; appoint certain town officials and fill vacancies that occur in other elective positions; establish operating and capital budgets in cooperation with department heads; call town meetings and elections; and approve the Warrants for same.

Time Commitment: Board meets the 1st and 3rd Monday evenings of each month as well as various other evening meetings as necessary throughout the year, especially during budget season.

Requirements: Successful completion of NIMS ICS-700 and ICS-100 classes.

CONSTABLES

3-Year Term

4 Positions

Responsibilities: To serve judicial process in the Town in which elected such as matters relative to Divorce, Child Support Enforcement, Collections, Landlord Tenant relations as well as Personal Injury Law; serve all warrants and other processes directed to them by the Selectmen for notifying Town Meetings or for other purposes; and serve by copy, attested by them, demands, notices and citations.

Time Commitment: Availability two weeks prior to town meetings and various times throughout the year, as required.

Requirements: Strong moral character.

HIGHWAY SURVEYOR

3-Year Term

1 Position

Responsibilities: To manage and maintain the public roads, storm drain systems and sidewalks.

Requirements: Successful completion of NIMS ICS-700 and ICS-100 classes.

LIBRARY BOARD OF TRUSTEES**3-Year Term****3-Member Board**

Responsibilities: To appoint all employees of the library; have control over the selection of library materials and have custody and management of such; and administer all money and property that the Town may receive for library purposes by gift or bequest.

Time Commitment: Trustees meet the 2nd Wednesday evening of each month at 6:30 p.m.

Requirements: None.

PLANNING BOARD**5-Year Term****5-Member Board**

Responsibilities: To protect and preserve the character and the quality of life in Town; address issues that may affect the future of the Town including zoning proposals, land-use patterns, traffic concerns, and specific development proposals; make careful studies of resources, possibilities and needs of the Town; make plans for the development of the municipality; oversee subdivision control law; and make recommendations on issues such as zoning and land use.

Time Commitment: Board meets the 2nd and 4th Monday evenings of each month.

Requirements: None.

TOWN CLERK**3-Year Term****1 Position**

Responsibilities: To maintain all vital records; issue dog, business and other licenses and permits; record and certify all votes passed at town meetings; administer the oaths of office to all town officers; certify candidate nomination papers; supervision of voter registration; conduct all elections; issue absentee ballots; record annual town census; and post meetings of all governmental bodies and maintain meeting minutes.

Time Commitment: Availability to the public, at your discretion, and presence at all Town Meetings and elections.

Requirements: Excellent interpersonal skills a must and knowledge of municipal records, boards and elections a plus.

TOWN MODERATOR**3-Year Term****1 Position**

Responsibilities: To preside and regulate the proceedings at all Town Meetings; decide all questions of order; make public declarations of all votes; and appoint the members of the Finance and Capital Planning Committees.

Time Commitment: Must attend every Town Meeting (May and December).

Requirements: Experience in public speaking is essential.

TREE WARDEN**3-Year Term****1 Position**

Responsibilities: The care and maintenance of shade and ornamental trees within the Town right-of-ways; removal of dead or hazard trees within the Town right-of-ways; and emergency removal of storm damaged trees.

Time Commitment: Available to the public as required and during tree-related emergencies.

Requirements: Successful completion of NIMS ICS-700 and ICS-100 classes.

TRUSTEES OF SOLDIERS' MEMORIAL**3-Year Term****5 Trustees**

(3 Veterans and 2 Non-Veterans)

Responsibilities: To have charge and control of the construction of any such memorial and to have the custody and care thereof after its construction.

Time Commitment: Trustees meet at 10:00 a.m. on the last Friday of each month from March-November.

Requirements: None.



TOWN OF MILLVILLE

OTHER COMMUNITY VOLUNTEER OPPORTUNITIES

BOARD OF HEALTH VOLUNTEERS

Responsibilities: To assist as needed in the event of the activation of the Town's Emergency Dispensing Site (EDS). The Department of Public Health has required local Boards of Health set up dispensing sites in their towns in the event of a public health situation, bioterrorist threat, or natural disaster. The dispensing site must be able to function on its own without outside assistance for 48 hours, therefore, medical help (doctors, nurses, EMTs, etc.) as well as non-medical help (form reviewers, security, screeners, data entry, etc.) would have to come from Millville. The Board of Health is looking for Millville residents willing to volunteer their services to help during the activation of our EDS.

Time Commitment: Availability in the case of emergency or public health situation.

Requirements: A background in the medical field a plus.

EMERGENCY MANAGEMENT VOLUNTEERS

Responsibilities: To assist the other public safety departments in Town by working hand in hand with the Town's Police and Fire Chiefs; provide additional services to the Police Department by assisting with traffic and crowd control when needed; work with the Fire Department to establish and staff their incident command center during major incidents; perform many services for local parades, church groups and charitable organizations; provide mutual aid to our surrounding communities when called upon; and participation and maintenance of the National Incident Management System (NIMS) mandatory training.

Time Commitment: Available to respond to all hazards, disasters or threats to protect the public; provide information and assist public safety officials, individuals, families and businesses to mitigate against, prepare for, respond to and recover from emergencies, both natural and man made.

Requirements: Basic computer skills; successful completion of NIMS ICS-700 and ICS-100 classes; and Bureau of Criminal Investigation background check.

VOLUNTEER FIREFIGHTERS

Responsibilities: To lay hose lines, direct nozzle streams, raise and climb ladders, use of fire extinguishers and pumps; control and extinguish fires; control hazardous situations; and general fire department maintenance.

Time Commitment: Respond to alarms as assigned.

Requirements: 18 years old; valid motor vehicle license; free of physical or mental impairment; Massachusetts Certification (see Fire Chief for details); and successful completion of NIMS ICS-700 and ICS-100 classes.