

Board / Commission/Department	Appointing Authority	Appointment Length	Mission
Accountant	Select Board	3 years	The Accounting Department's function is to ensure that the financial interests of the Town are appropriately recorded in the General Ledger in accordance with Town by-laws, MA General Law, and applicable accounting standards. Tasks of the Accounting Department also include monitoring all funds received and expended. Additionally, the Accounting Department works with all Town departments, boards, and committees to provide financial information and submits all required financial data to the Department of Revenue.
Agricultural Commission	Select Board	2 years	To preserve and promote agricultural based economic opportunities in East Bridgewater; to act as advocates, educators, mediators and/or negotiators on issues relating to agricultural lands and to pursue initiatives related to creating a sustainable agricultural community.
Animal Control / Inspector of Animals	Select Board	1 year	The Town of East Bridgewater's Animal Control Officer is responsible for: investigating nuisance complaint, enforcing animal control by-laws; as well as M.G.L. Chapter 140 laws; removing sick or injured wildlife; determine risk of rabies exposure and need for testing; providing information about wildlife; removing animals killed on roadways, picking up stray animals, investigating dog bites, investigating cruelty and/or neglect complaints, educating the public about responsible pet ownership.
ARPA Committee	Select Board	No designated term	The American Rescue Plan Act, signed into law by President Biden on March 11, 2021, included the Coronavirus State and Local Fiscal Recovery Funds, which were intended to provide a substantial infusion of resources to local governments. The Town expects to receive approximately \$4.3 million in funding of which approximately \$720,000 has already been allocated by the Select Board. The Town of East Bridgewater accepted proposals from Town departments, residents, businesses, and non-profits for projects that meet the objectives of the ARPA State and Local Fiscal Recovery Funds and are aligned with the Town of East Bridgewater's spending priorities. Depending on applications received and grants approved for Town departments and non-Town entities, this may or may not be the only funding round. All recipients will be required to sign a binding agreement with the Town to receive the funds. Receipt of funds are subject to Local, State and Federal Procurement laws where applicable.
Arts Council	Select Board	3 years	The East Bridgewater Arts Council is a local volunteer group that supports and provides programs in the arts, humanities and interpretive sciences. The Council evaluates cultural needs in order to perform its primary function of granting funds allocated by the Massachusetts Cultural Council.
Bicentennial Committee	Select Board	No designated term	The Bicentennial Committee is planning a yearlong celebration and we encourage any local groups that wish to be part of the commemoration to contact the Committee so we might incorporate their events into the commemoration. Incorporating the widest possible participation of our citizens into this event will make it a truly memorable historical celebration.
Board of Assessors/Director of Assessing	Elected	3 years	The core responsibility of the Assessing Department is the yearly revaluation of all real and personal property located within East Bridgewater. Assessors are required by Massachusetts state law to assess all property at its full and fair market value as of January 1 of each year. The department is responsible for the maintenance of all property tax data records and maintains accurate parcel ownership data based upon recorded property transactions at the Plymouth County Registry of Deeds. There are approximately 5,400 parcels of residential real estate, 200 parcels of agricultural and 350 parcels of commercial and industrial in East Bridgewater. Collaborating with other town departments, assessment records are reviewed annually to reflect new construction, fire damage, demolition or rehabilitation. Assessors must review and process personal exemptions which are a type of tax credit for qualified taxpayers, and qualify the applications of charitable organizations and agricultural/forest/recreational properties. The Board of Assessors are responsible for maintaining a database of all of the properties in the municipality. The assessors also determine the property values and classify all of the property in the community. The annual Tax Rate Recapitulation Sheet and annual allowable levy growth report are prepared and submitted by the assessors. The assessors determine the amount of property taxes to be paid by each taxpayer and grant abatements and exemptions to taxpayers. The assessors are also responsible for administering motor vehicle, boat and farm excises.

Board of Health/Health Agent	Elected	3 years	Under Massachusetts General Law and state and local regulations the Board of Health is held responsible for disease prevention and control, and health and environmental protection. The Board of Health serves as the local arm of both the Massachusetts Department of Public Health and the Massachusetts Department of Environmental Protection. To fulfill their duties, the Board of Health develops, implements and enforces health policies, oversees inspections to maintain minimum standards for sanitation in housing, food service and septic system installation and assures that the basic health needs of the community are being met. The following is a list of some of the areas that the Board of Health is responsible for: Disease Control, Housing Sanitation, Hazardous Waste Disposal, Solid Waste Disposal, Septage & Garbage Disposal, Nuisances, Food Protection, Swimming Pool & Beach Sanitation, Recreational Camps for children, Smoking Regulations, Private Drinking Water & Irrigation Wells, and Keeping of Animals.
Building Inspector	Select Board	3 years	The primary mission of the Building Department is to assist the citizens of East Bridgewater through a coordinated effort with other departments to understand the permit process, building codes and zoning by-laws. The Building Department is here to provide efficient and comprehensive service by verifying that these standards set forth to ensure the health, safety and general welfare of the community are being met. The Building Department receives, review, and approves or disapproves building permits and inspects sites for which permits have been issued. It also provides zoning determinations as to whether a particular use is allowed on a specific lot and whether special permits or variances are needed for particular activities on the parcel. It also responds to complaints in connection with the building code and/or zoning by-laws. The building dept is responsible for administering and enforcing the state building code as well as section thirteen A of MGL Chapter twenty-two and the rules and regulations made under the authority thereof. Also, we are responsible for administering the towns zoning bylaws and managing the departmental activities of planning and zoning.
Capital Committee	Moderator	3 years	The Town Moderator shall establish a committee to be known as the "Capital Improvement Planning Committee", comprised of four (4) citizens at large appointed to alternating three-year terms by the Town Moderator, the Town Administrator one (1) member of the Finance Committee, and one (1) member of the School Committee. The Committee shall choose its own officers and the Treasurer/ Collector shall serve in an advisory capacity to the Committee. The Committee shall study all proposed capital projects and improvements which: Are purchased or undertaken at intervals of not less than five (5) years; have a useful life of at least five (5) years; and cost over \$20,000 and are bondable; The Committee shall also study all proposed capital equipment purchases, leases or major rentals.
Conservation Commission/Conservation Agent	Select Board	3 years	The Conservation Commission is charged with the responsibility of protecting wetland resource areas under the Massachusetts Wetlands Protection Act, M.G.L. CH. 131, s.40 and regulations 310 CMR 10.00. The Commission protects eight functions of all wetland resource areas, which are the following: 1) Protection of public and private water supply; 2. Protection of ground water supply; 3. Flood control; 4. Storm damage prevention; 5. Prevention of pollution; 6. Protection of land containing shellfish; 7. Protection of fisheries' 8. Protection of wildlife habitat. Dredging, altering, and filling wetlands are regulated by this law. Wetlands include intermittent streams, riverfront and other areas that may be dry for extended periods of the year. Wetlands can be determined by a wetland scientist or botanist and are delineated through looking at three parameters: soils, vegetation, and evidence of hydrology.
Council on Aging	Select Board	3 years	The East Bridgewater Council on Aging serves older persons, disabled persons of all ages and their caregivers, and others in need of services and referrals. Programs that enhance dignity, support independence and encourage general wellness are developed, coordinated and promoted to meet the needs of these individuals.
DPW	Select Board	3 years	East Bridgewater Department of Public Works provides essential services to our residents that affect the lives of our citizens every day. Water treatment and distribution; Waste Water collection and treatment, Solid Waste management; Recycling; maintenance of roads sidewalks and storm drains; Facilities Maintenance of all the Municipal and School building and grounds, parks and athletic fields as well as the care and maintenance our municipal shade trees and snow and ice operations, are all core DPW services that have an impact on all citizens and directly affect your quality of life.
EBCAM	Select Board	N/A	East Bridgewater Community Access Media serves as the video resource of the Town of East Bridgewater. EBCAM's duties include Telecasting/Live Streaming Municipal Meetings such as Annual/Special Town Meetings, Select Board Meetings, Planning Board Meetings, Board of Health Meetings etc., as well as government-oriented programming on the Government Cable Access Channel TV6. EBCAM also operates the Educational Cable Access Channel (TV98) which offers live local Sports Coverage, Educational Programming, Musical Performances and Educational Programming. Last, but not least, EBCAM provides Public Access to East Bridgewater Community Members, Non-Profit Organizations and Businesses to communicate through Social Media and Telecast/Live Stream on Cable Television (TV 9).

Finance Committee	Select Board	3 years	The Finance Committee (FinCom) is a standing committee of the Town Meeting. Its purpose is to recommend a vote to Town Meeting on the Town budget and all articles that require an appropriation. The FinCom reviews each department's budget in detail and holds hearings on Town Meeting appropriation articles. In conjunction with the Town Administrator, the FinCom integrates revenue and expense projections to present a balanced budget to Town Meeting.
Fire Department/Fire Chief	Select Board	3 years	The Fire Department, in general, responds to medical emergencies, motor vehicle crashes, fires, hazardous situations, performs rescues of ill and/or injured patients, performs inspections, code enforcement, public education and assists our vulnerable residents with the smoke detector program.
Gas Inspector	Select Board	Annual	The Gas Inspector receives all permits for natural gas work in East Bridgewater and conducts inspections of the same.
Historical Commission	Select Board	3 years	The Historical Commission is charged with preserve, protect, and promote the historical assets of our town. The board is made up of volunteers appointed by the Select Board. With no actual authority the commission acts in an advisory capacity in matters related to the town's history.
Housing Authority	Select Board	5 years	The East Bridgewater Housing Authority was established in 1966. It is administered by the Executive Director who oversees all staff and day-to-day operations. The Housing Authority portfolio consists of 129 elderly/disabled one bedroom units and 8 family three bedroom units. In addition to the state public housing, the Housing Authority has a contract with the Department of Developmental Services to maintain two four bedroom units. Three members of the Authority are elected by East Bridgewater voters, one is a tenant representative appointed by the Select Board, and one member is appointed by the Commonwealth of Massachusetts.
Information Technology/Director	Select Board	3 years	To provide user, system support and maintenance for all computers and programs needed for everyday operation of town departments. Managing day-to-day computer network operations in multi-locations around town. Assist in computer training for town employees.
Library/Board of Library Trustees/Library Director	Elected	3 years	To serve the informational, educational, cultural, and recreational needs of our community by providing access to professional staff and the highest levels of materials, programs, and library services in a welcoming environment.
Patriotic Activities Committee	Select Board	3 years	The Patriotic Activities Committee is committed to mentoring youth and sponsorship of wholesome programs in our communities, advocating patriotism and honor, promoting strong national security, and continued devotion to our fellow service members and veterans. It organizes the annual observances and celebrations of Memorial Day and Veterans' Day.
Planning Board	Elected	3 years	The Planning Board consists of seven members elected each for a term of three years on a staggered basis. The Associate Member (appointed by the Select Board) sits on the Planning Board for the purposes of acting on a Special Permit application, in the case of absence, inability to act, or conflict of interest, on the part of any member of the Planning Board or in the event of a vacancy on the Planning Board. The Planning Board is governed by the statutes of the Massachusetts General Laws. Their primary powers and duties fall within a portion of Chapter 41 which includes the "Subdivision Control Law" however, other statutes are also applicable. The Planning Board may become involved in the following activities: Master Plan (Chapter 41, Section 81D), Official Land Use Map (Chapter 41, Section 81E-81H), Planning in General (Chapter 41, Section 81A-81J), Public Ways, Report on the same (Chapter 41 Section 81-I and J), Site Plan Review (Chapter 41), Special Permits under zoning (Chapter 40A), Street names (Chapter 85, Sections 3, 3-A and 3-B), Subdivision Control (Chapter 41), Subdivision Rules and Regulations (Chapter 41, Section 81Q), and Zoning Ordinances (Chapter 40A)
Plumbing Inspector	Select Board	Annual	The Plumbing Inspector receives all permits for plumbing work in East Bridgewater and conducts inspections of the same.
Police Department/Police Chief	Select Board	3 years	The Mission of the East Bridgewater Police Department is to enhance the quality of life in our town by working in partnership with the community and in accordance with constitutional rights to enforce the laws, preserve the peace, reduce fear, and provide for a safe environment. Our mission is to provide our community and visitors with the services of a 21 <sup>st</sup> Century Police Department.
Records Access Officers	Select Board	Indefinite	Records Access Officers respond to requests for public records under the State's laws.
Recreation Commission	Select Board	3 years	The mission of the East Bridgewater Recreation Commission is to offer opportunities for personal growth: to enhance the lives of all our citizens by offering programs & services that encourage cooperative participation in recreation, sports, leisure and cultural activities while promoting & utilizing the open space, water, conservation and recreational resources and facilities in our community.

Registrars of Voters	Elected	3 years	Massachusetts General Laws Chapter 51 § 15 require that there shall be in every city or town, other than one having a board of election commissioners or an election commission, a Board of Registrars of Voters. Responsibilities of the Board of Registrars include: voter registration, processing absentee voter applications, processing address and party changes, maintaining accurate lists of registered voters in the town, maintenance and testing of voting equipment, conducting elections and recounts as necessary in a fair and impartial manner, tallying election results, accepting and certifying nomination papers, certifying initiative or referendum petitions. The Board of Registrars of Voters consists of three (3) persons appointed by the Select Board with the fourth member of the Board being the elected Town Clerk. As nearly as possible, the members of the board shall represent the two leading political parties. The Town Clerk need not be enrolled in a political party. The Board of Registrars of Voters is also responsible for the collection, enumeration and publication of the Annual Street List of the Town of East Bridgewater.
School Committee/Schools/Superintendent of Schools	Elected	3 years	POLICY: Establish and periodically review educational goals and policies for the schools in the district, consistent with the requirements of law and the statewide goals and standards established by the Board of Education. This is the primary role of the school committee. Policies should be reflective of the fact that the school committee has oversight of and responsibility for the school system, the direction in which the system must go, and establish criteria to determine if its goals and policies are being met. FINANCE: Review and approve a budget for education in the district according to a process and timeline developed with the superintendent. Work to ensure that necessary funds are appropriated for the district and that a balance is maintained between needs and resources in the distribution of available monies. Oversee the operation of the annual school budget. STAFFING: Appoint the superintendent. Appoint the assistant/associate superintendents, school business administrator, administrator of special education, school physicians and registered nurses (unless employees of the Board of Health), legal counsel, and supervisors of attendance, upon recommendation of the superintendent. Consent to hiring based on the superintendent's recommendation should not be unreasonably withheld. Set compensation for the superintendent and overall compensation limits for assistant/associate superintendents, school business administrator, administrator of special education, school physicians and registered nurses, legal counsel, supervisors of attendance, school principals, and other administrators not assigned to particular schools. Prescribe additional qualifications for educator positions, beyond basic certification. Discipline or terminate the employment of the superintendent, in accordance with state law and the terms of the contract of employment. COLLECTIVE BARGAINING: Act as employer of school employees for collective bargaining purposes. Designate a negotiator or negotiating team. Receive advice from superintendent about educational consequences of bargaining positions. PERFORMANCE STANDARDS: Establish, upon the recommendation of the superintendent, the performance standards for teachers and other employees of the school district. Evaluate the performance of the superintendent. Conduct self-evaluation of the committees effectiveness in meeting its stated goals and performing its role in public school governance.
Sealer of Weights and Measures	Select Board	1 year	It is the responsibility of the Sealer of Weights and Measures to inspect and seal all measuring devices used for sales at least once each year. These devices include cash register scales, pharmacy scales and liquid dispensing devices such as gasoline and other fuel pumps. Heating oil pumps on trucks are sent to facilities that have the equipment to test this type of equipment. The sealer is trained by the state and must attend regular classes to earn CEU's to maintain certification. The Sealers equipment is provided by the town and must be recertified by the state on a regular basis to insure accuracy. Any questions concerning measuring devices can be answered by calling the number on the seal on each measuring device. Consumer information concerning mispriced items is posted at each cash register. Refunds and adjustments for errors should be addressed at the time of sale by the management of the store. Assistance can be found by contacting the sealer information of each seal or by contacting the Selectmen's office.
Select Board	Elected	3 years	The Select Board is recognized by the General Laws of the Commonwealth of Massachusetts as the Town's body of chief elected officials with authority to enact rules and regulations establishing Town policies not otherwise governed by bylaw, the Charter, or by statute. The Board is composed of three members who are elected to staggered three-year terms. The powers and duties of the Select Board include appointing the Town Administrator, Police Chief, Fire Chief, and Town Accountant, as well as various boards, committees, and commissions. The Select Board also issues certain licenses and permits such as alcohol, car dealerships, common victualler, and entertainment; enforce special sections of the Town Code; and regulate the public ways.

Town Administrator	Select Board	3 years	The Town Administrator is the Chief Administrative Officer and Personnel Director of the Town and serves as the agent of the Select Board. The purpose of this position is to perform complex professional, administrative, and management work in providing daily control over ongoing Town activities, as well as assisting the Select Board to discharge the duties of their office. As the senior member of the Town's professional staff, the Town Administrator leads and facilitates the work of the Town's operating agencies to ensure effective and efficient delivery of Town services. The Town Administrator shall be responsible to the Select Board and shall perform all duties and responsibilities as may be assigned by the Select Board.
Town Clerk	Elected	3 years	The Town Clerk is the chief election official, recording official, registrar of voters, public records official and licensing officer. The Town Clerk oversees the polling places, all elections and election-related activity, and records of all actions of Town Meeting. The Clerk's office maintains the official town bulletin board, oaths of office, appointments and resignations of all Town Officials. The Clerk's office issues licenses and permits, such as marriage licenses, business certificates, dog licenses, fuel storage permits and raffle/bazaar permits
Town Moderator	Elected	3 years	The Town Moderator is the presiding officer for the Town's annual and special town meetings and appoints members of the Capital Planning Committee.
Treasurer/Collector	Select Board	3 years	The Treasurer/Collector's office is responsible for the collection of the following bills: real estate, personal property, water, vehicle excise, boat excise, and sewer. Other Treasurer/Collector functions include: Issuance of municipal lien certificates (MLC's). MLC's are \$50.00 each, please send a written request along with a self-addressed stamped envelope. securing liens against delinquent taxpayers (tax taking to foreclosure), preparation of tax title and water/sewer betterment lien redemption/releases, payroll administration and preparation, administration of Town's employee benefit program, liaison with Plymouth County Retirement System, maintenance of Town's banking relationships, debt and cash management activities, and investment of Town funds
Veterans' Agent	Select Board	Indefinite	The mission of this office is to provide eligible veterans and their families who are residents of East Bridgewater, financial assistance and medical care in accordance with a formula that takes into account the number of dependents and income from all sources under the provisions of Chapter 115, Massachusetts General Law.
Wiring Inspector	Select Board	Annual	The Wiring Inspector receives all permits for wiring work in East Bridgewater and conducts inspections of the same.
Zoning Board of Appeals	Select Board	3 years	to MGL 40A. The purposes of the East Bridgewater Zoning By-Law are to promote the health, safety, and general welfare of the present and future inhabitants of the Town of East Bridgewater by dividing the Town into districts as shown on the Zoning By-Law Map, together with all amendments thereto, and regulating the use, occupancy, relocation, alteration, and construction of buildings and premises with a view to prevent over-crowding of land, to avoid undue concentration of population; to conserve the value of land and buildings, including the conservation of natural resources and the prevention of blight and pollution of the environment; to facilitate the adequate provision of water, water supply, drainage, sewerage, and open space; to lessen congestion in the streets; to encourage the most appropriate use of land throughout the Town, all in accord with the General Laws of the Commonwealth of Massachusetts, Chapter 40A, Sections one to seventeen (1-17)