

DESCRIPTIONS OF CHARGES OF MULTI-MEMBER BODIES

CRC Research Draft provided to Select Board to Review December 2021

AFFORDABLE HOUSING

Charge: To create, preserve affordable housing for low and moderate-income families and community housing (in accordance with provisions of MGL Chapter 44, SSC).

- Accept and receive real property, personal property or money ... from any person, firm, public or private entity or money, including (Community Preservation Act) for exclusive use for community housing
- Ensure that all expenditures of funds received from CPA are reported to Town CPAC for inclusion in community preservation initiatives report to Department of Revenue
- Purchase and retain real or personal property
- Sell, lease, exchange, transfer, or convey personal, mixed, and/or real property at public auction or private contract for consideration and on such terms as to credit or otherwise, and make contracts and enter into such undertaking with Select Board approval
- Execute, acknowledge, deliver deeds, promissory notes, releases, grant agreements, and other instruments sealed or unsealed, proper or incidental to any transaction in which Board engages to accomplishment of purposes of the Trust.
- Employ accountants, appraisers, lawyers, etc. as Board deems necessary
- Pay reasonable compensation to advisors and agents – apportioned between income and principal
- Apportion receipts and charges between income and principal to amortize premium and establish sinking funds for such purpose, and create reserves for depreciation depletion (with Board Approval)
- Deposit any secure with any protective reorganization committee and delegate to such committee such powers and authority as Board deems proper, and pay out of trust property expenses and compensation of such committee, with Board approval
- Carry property for accounting purposes other than acquisition date values
- Borrow money on terms/conditions from sources Board sees fit to mortgage and pledge Trust assets as collateral. NO such borrowing may be backed by full faith and credit of Town
- Make distributions or divisions of principal in kind
- Compromise, attribute, defend... or otherwise adjust claims in favor or against the Trust
- Manage or improve real property and abandon property that Board deems not worth retaining
- Hold all/some Trust property un-invested for purposes deemed appropriate by Board.
- Extend time payment of any obligation to the Trust
- Work with the Town's Affordable Housing Committee in carrying out purposes of this Trust

COLLABORATE WITH: [Community Preservation Action Committee](#), [Finance Committee](#), [Zoning Board](#)

AGRICULTURAL ADVISORY COUNCIL

Charge: Represent the town's agricultural community with regard to sustainable agriculture-based economic activities in Orleans.

- Collaborate with Town committees and other local organizations for evaluation and recommendation of agricultural-based economic opportunities.
- Advise Town regulatory boards and commission on initiatives promoting sustainable agricultural community consistent with Agricultural Task Force Final Report and Orleans Comprehensive Plan
- Identify areas of authority, available resources, significant functions exclusive to agricultural commissions

COLLABORATE WITH: Zoning Committee, Board of Health, Open Space Committee, Marine and Fresh Water Quality Committee

ANIMAL CONTROL AND REGULATION TASK FORCE

Charge: To develop a comprehensive set of regulations arrived at by consensus regarding dogs on beaches and around the general public.

- Review existing Town General Bylaw Chapter 85. Animal Control; DPW and Natural Resources Rules and Regulations; and Nauset Beach Off-Road Vehicle Rules and Regulations as they relate to the issues of dog access, restrictions and owner requirements
- Identify and catalog current town properties/areas where dogs are permitted and identify any potential new properties/areas that could be considered for general dog access
- Research potential ideas, options, bylaws from other communities including grant funding sources that may be adaptable to Orleans
- Present interim report for policy, regulation, and general bylaw changes by 12/31/2019

COLLABORATE WITH: Police Department, Marine and Fresh Water Quality Committee, Board of Health

ARCHITECTURAL REVIEW COMMITTEE

Charge: Make recommendations to the Board of Directors about those aspects of the enhancement and maintenance of homes, other structures, yards, and built elements in common areas (e.g., paving, lighting, railings, playgrounds & equipment), guided by the following committee tasks:

- Review requests for exceptions to GHI rules regarding those matters
- Examine rules periodically and proposing any necessary changes that would better serve the interests of the Cooperative and its members
- Initiate recommendation in accordance with the Committee's charge and
- Perform any other tasks assigned by the Board.

COLLABORATE WITH:

BIKE & PEDESTRIAN COMMITTEE

Charge: To preserve, promote and enhance the safety of cyclists and pedestrians.

- Propose initiatives for improved “off-road” walkways for pedestrians and more consistent road shoulder room for cyclists
- Identify “Priority roads” requiring most critical need for improved pedestrian and cyclist safety
- Understand Town’s rights/constraints to land immediately adjacent to priority roads
- Survey exiting sidewalks and recommend an appropriate maintenance program
- Evaluation state of road and bikeway signage and make recommendations
- Recommend future bike routes
- Promote safety education and outreach to community

COLLABORATE WITH: [Recreation Committee, Police Department, Board of Health](#)

BOARD OF WATER AND SEWER COMMISSIONERS

Charge: The Board of Water and Sewer Commissioners shall be responsible for all functions cited in Chapter 418 of the Acts of 1953, except for those functions vested in the Select Board. The Select Board shall consult with and receive recommendations from the Board of Water and Sewer Commissioners in regard to:

- Establishing water rates; contracting with a municipality;
- Acquiring or take water resources, rights-of-way or easements;
- Issuing bonds to defray development and construction costs.

The Board of Water and Sewer Commissioners shall

- Coordinate with the Town Administrator and receive technical support from the Water/Sewer Superintendent(s) in carrying out its responsibilities.
- Set policy ensuring:
 - Adequate production and the high quality of potable water;
 - Development of a sewer works system consistent with the Comprehensive Wastewater Management Plan and oversight of that system when operational.
- Develop annual operating and capital budget projections and Capital Improvements Plan projections for the Water and Sewer Department, and
- Make recommendations to the Town Administrator and Select Board in accordance with Chapter 8 of this Charter

The Select Board shall:

- Establish sewer rates and consult with and receive recommendations from the Board of Water and Sewer Commissioners with respect to sewer rates.

COLLABORATE WITH: [Board of Health, Select Board, Town Administrator](#)

CHARTER REVIEW COMMITTEE

Charge: To review the provisions of the Charter and report any amendments deemed advisable.

- Study Orleans Home Rule Charter as most recently amended and background info relating to its development and id goals and purposes of town government charter is based on
- To review proposals for amendments received from the Select Board, the Town Administrator, Town Committees, Commissions and Boards, and the general public, and to measure each amendment against the guiding principles developed in above task
- Review charter for sections/language which may need to be inserted, modified, or updated based on Town Meeting amendments since last Review and draft amendments to address these issues
- Search and study ways that Orleans Town Government can be made faster, more efficient, and nimble both at Town Meetings and in the functioning of the Executive body (Select Board).
- Compile list of proposed amendments, review with Town Counsel
- Conduct public hearing on proposed amendments and decide which to recommend to voters for approval
- Prepare report for Select Board/ re recommended amendments. Not in report if proposed amended has strong public support but depart from goals and purpose on which Charter is based.

COLLABORATE WITH: All Town Committees and Boards

COMMUNITY BUILDING RENOVATION TASK FORCE

Charge: To develop recommendations on possible renovations options to the Community Building.

- Review information contained in the two architectural reports on the Old Firehouse¹.
- Review the potential for expanding the current uses by identifying unmet needs and capacity of the building to meet those needs.
- Develop recommendations to present to Select Board to consider as part of any renovation project. (Report to Board target date: July 1, 2020), to be used to frame scope of work for design firm designated to compete a project feasibility study.
- Assist Town Administrator in designer selection process for professional architect to undertake feasibility study and maintain public awareness of process
- Work with architect and Town Administrator to present recommended options, preliminary design plans, cost estimates to public through public hearing process.

Present study findings and recommendations to Select Board who will make

COLLABORATE WITH: Board of Health, Copen Space Committee, Community Preservation Committee

¹ The first report, prepared by Bargmann Hendrie + Archetype, Inc. entitled Orleans Old Firehouse Project - Historic Building Survey; and the second report prepared by CBI entitled Programming and Schematic Design Services.

ORLEANS CONSERVATION COMMISSION

Charge: Our sole purpose is to acquire, manage, and restore natural lands as protected open space. We hold this land in trust to preserve Orleans's unique heritage.

COLLABORATE WITH: Marine and Fresh Water Quality Committee, Board of Health

COUNCIL ON AGING

Charge: Advise the Council on Aging Direct, Town Administrator, and Select Board on issues which enhance the quality of life for older adults and caregivers in the community.

Tasks

- Identify needs of older adults and caregivers which support aging in community
 - Recommend programs and services of the Senior Center for planning priorities
 - Review, establish public policies of the Senior Center in collaboration with Director
 - Recommend budget priorities
 - Ensure Senior Center provides warm, enriching environment & meaningful experiences and opportunities for older adults
 - Assess how community-based care is provided to older adults and caregivers to advocate for and promote opportunities which promote healthy aging and improve awareness
- Participate in educational opportunities provided by Exec Office of Elder Affairs, Elder Services of CCI, etc.

COLLABORATE WITH: Dept. of Health, Recreation Committee, Cultural District Committee, Cultural Council

CULTURAL COUNCIL

Charge: To stimulate and encourage the arts within Orleans.

- Administer local distribution of grant monies from State Arts Lottery Fund
- Schedule, set up, advertise, remove approximately four open shows annually
- Schedule use of gallery on rental basis in accordance with Council policy for art exhibits and events in Skaket Room gallery.
- Direct the use of interest earned by the Margaret Fernald Dole endowment fund to sponsor special shows in gallery.

COLLABORATE WITH: Recreation Committee, Council on Aging, Village Center Cultural District Committee, Cultural District Committee, Human Resources Advisory Committee

DREDGE ADVISORY COMMITTEE

Charge: Develop a town-wide dredging improvement and maintenance plan that will promote improved navigation, boater safety, water quality and protection of natural resources in our saltwater estuaries and fresh water ponds.

- Working with an outside consultant, undertake a cost/benefit analysis to evaluate the potential of the town purchasing and maintaining its own dredge to meet the needs of Nauset Estuary, Rock Harbor, and Pleasant Bay
- Work with the Town's Consultant to complete the Nauset Estuary Dredging Project.

- Work with the Town of Eastham on a joint management plan and schedule for maintenance dredging at Rock Harbor.
- Work with the Town's consultant to complete the feasibility and cost analysis for maintaining the historically dredged sites in Pleasant Bay.
- Work with the Town's consultant to determine the feasibility of permitting and dredging freshwater ponds.
- For both saltwater and fresh water dredging projects, evaluate the options and develop a plan for dewatering and disposal of dredged materials using on-site, off-site and in-water methods for the various sites proposed for improvement and/or maintenance dredging.
- Compile the committee's work into master plan to guide the town in prioritizing projects for scheduling and funding in the Capital Improvements Plan.

[COLLABORATE WITH: Conservation Commission, Marine and Fresh Water Quality Committee, Shellfish and Waterways Improvement Advisory Committee](#)

ENERGY AND CLIMATE CHANGE COMMITTEE (new name) May have different charge

Charge: Identify and review renewable energy options that meet the Select Board's goals and objectives that build upon the work of prior committees.

- Explore and analyze topics such as energy production facilities and infrastructure, efficiency and conservation measures, regional opportunities, funding sources, business costs and revenues, and public outreach and education.
- Assist with the development of Town and regional energy projects and identify Town facilities to be served by future Town and/or regional projects.
- Assist with the identification of energy efficiency upgrades to municipal facilities and equipment, including the transportation fleet.
- Advance Orleans toward becoming a qualified Green Community in order to access Green Community grants and funding opportunities for renewable energy projects
- Provide and promote broad energy education to the public, in cooperation with government agencies, non-profit organizations, and the business community.
- Encourage both Town- and Community-wide climate change preparedness and mitigation including:
 - Educating and engaging residents and businesses on expected climate change hazards and impacts and mitigation opportunities;
 - Completing a vulnerability assessment and developing an action-oriented resiliency plan with grant support from the Massachusetts Executive Office of Energy and Environmental Affairs, Municipal Vulnerability Preparedness (MVP) Grant Program

[COLLABORATE WITH: Conservation Commission, Zoning Bylaw Task Force](#)

FINANCE COMMITTEE

Charge: To independently examine and analyze the Town's financial affairs, including proposed budgets, the Capital Improvements Plan, and all other proposals which would have a financial impact; and to inform the citizens of the Town of its findings and recommendations.

- On or before the fifteenth day of September of each year, the Town Administrator shall promulgate a budget schedule which shall set forth the calendar dates relating to the development of the operating budget.
- Said schedule shall be in accordance with this chapter unless deviation therefrom is recommended by the Town Administrator, and approved by the Select Board and the Finance Committee.
- On or before the first day of October of each year, the Town Administrator shall request and receive from the Collector-Treasurer, the Town Accountant/Director of Municipal Finance, the Select Board, and the Assessors the estimated revenues for the ensuing fiscal year. [Amended 5-11-2015 ATM, Art. 53, effective 5-18-2016]
- Such estimates shall be revised, updated, and submitted forthwith to the Town Administrator upon receipt of any additional specific fiscal data provided by the Commonwealth or from any other source,
- Select Board and Finance Committee shall conduct a joint public hearing, chaired by the Select Board, on or before September 20 of each year to solicit public priorities in upcoming fiscal years.
- On or before the first day of November of each year, the Select Board, after consulting with the Town Administrator, shall issue its policy statement relating to the budget for the ensuing fiscal year [establishing] general guidelines of the next budget for the Town, in accordance with the Board's responsibility under section 3-2-3.
- On or before January 15 of each year, the Town Administrator shall submit to the Select Board and the Finance Committee a comprehensive budget for all Town functions for the ensuing fiscal year and an accompanying budget message.
- The budget message shall explain the budget both in fiscal terms and in terms of what specific projects are contemplated in the year ahead. It shall:
 - Outline the proposed financial policies of the Town for the ensuing fiscal year
 - Describe the important features of the budget
 - Indicate any major changes from the current year in financial policies, expenditures, and revenues, together with the reasons for such changes; (
 - Summarize the Town's debt position;
 - Include such other material as the Town Administrator may deem appropriate.
- The budget shall provide a complete financial plan for all Town funds and activities and shall be in such format as the Town Administrator, in consultation with the Finance Committee, may suggest.
- The budget shall indicate proposed expenditures for both current operations and capital projects during the ensuing fiscal year, detailed by departments, offices, multi-member bodies, and specific purposes and projects.

COLLABORATE WITH: Town Administrator, Select Board, Finance Committee, Collector-Treasurer, Town Accountant/Director of Municipal Finance, Assessors

FOURTH OF JULY FIREWORKS AND PARADE COMMITTEE

Charge: to plan, organize and oversee, the annual fourth of July parade and fireworks.

- Work with the Friends of the Fourth of July and Chamber of Commerce and other community civic groups to promote active participation in the celebration.
- Jointly decide on the dates of the Fireworks display and identify options for ashore or barge-based fireworks display.
- Coordinate with fire, police, public works and parks departments to ensure a safe celebration including necessary fencing, signage, and clean up
- Develop and solicit proposals for engaging bands and a fireworks display
- Identify other possible fund raising options to offset the cost to the Town.

COLLABORATE WITH: Recreation Advisory Committee, Police Department, Fire Department, Board of Health, Memorial Day Committee, Veterans Day Committee, Community civics groups, schools, Council on Aging

HUMAN SERVICES ADVISORY COMMITTEE

Charge: To consider funding requests from human services agencies following fiscal year budget policy adopted by Select Board. Agency selection and funding allocations at the Committee's discretion.

- Review all completed RFPs submitted by agencies prior to advertised deadline.
- Request additional information from agencies and interview their representatives, consult with town department managers and take other actions necessary to conduct a thorough review and develop recommendations.
- Meet with Town Administrator, Select Board, and FinCom as necessary to review recommendations
- Develop, or oversee development of, needs assessment for human services in Orleans upon request by Select Board
- Develop contracts for particular services with certain human service agencies
- Monitor the delivery of contracted services through documentation, site visits, interviews, or other appropriate means to establish service quality and quantity.
- Advise Select Board on human services issues upon request.

COLLABORATE WITH: Rec. Advisory Committee, Board of Health, schools, Council on Aging

INSURANCE ADVISORY COMMITTEE

Charge: To assist the Town Administrator in evaluating the property and casualty insurance coverage available from MIIA that is most beneficial to the Town of Orleans, and on occasion other property and casualty insurance coverage options.

- Review current insurance policies covering auto liability and auto physical damage; general liability; umbrella/excess liability; property, crime and equipment breakdown; and law enforcement/public officials/school board liability
- Review loss reports and other info Advise from MIIA to determine risk management needs and priorities
- Review auto coverage re/ type and level of coverage, given available Town funds and annual operating budgets
- Advise Town Administrator on recommended changes to existing coverage
- Meet annually with MIIA Account Representative to review recommendations

COLLABORATE WITH: [Town Administrator](#)

MARINE AND FRESH WATER QUALITY COMMITTEE

Charge: Protect the Town's marine & fresh water resources.

- Monitor the factors that impact the ecosystem health of Orleans marine and fresh water bodies
- Recruit and train volunteers to conduct monitoring activities in accordance with established scientific procedures
- Maintain, repair and update equipment used for water sampling
- Identify problem areas, research solutions, review external reports, and recommend steps for remediation
- Provide technical information, data and field research to support the Town's efforts to design and carry out master planning for ecologically sound wastewater and storm water disposal
- Provide communications to BOS, town departments and committees to advocate for clean waterways and resolve issues
- Alert the Town to outside funding opportunities.
- Coordinate activities with Pleasant Bay Alliance, nearby towns, and environmental non-profit organizations
- Provide liaison with consultants or contractors working on Town water-quality issues when requested
- Provide education and outreach to the Orleans public on the importance of improving water quality
- Maintain a repository of water quality data

COLLABORATE WITH: [Health Department](#), [Pleasant Bay Alliance](#), [Conservation Commission](#), [Shellfish and Waterways Improvement Advisory Committee](#)

MEMORIAL AND VETERANS DAY COMMITTEE

Charge: To plan, organize and oversee ceremonies and events honoring our veterans on Memorial Day and Veterans Day.

- Work with various community civic groups to promote active participation in the events
- Identify appropriate events to honor veterans and work with Select Board to allocate Town resources to support these events
- Coordinate with Town departments to ensure a safe celebration
- Identify possible fund-raising options to offset cost to the Town

COLLABORATE WITH: Recreation Committee, schools, community civic groups, fourth of July Fireworks and Parade Committee

OPEN SPACE COMMITTEE

Charge: To assist the Town in the preservation and acquisition of lands for conservation, recreation and open space by fee acquisition, easement or conservation restriction.

- Make recommendations to Select Board and Town Meeting regarding the acquisition of open space
- Determine and review priority target parcels for protection with the Select Board and other committees and boards as warranted
- Work with other Town committees and private land trusts for the common interest of acquiring or preserving open space
- Assist property owners in keeping private lands preserved as open space
- Develop and maintain a list of properties considered desirable for protection
- Be knowledgeable in sources of outside funding and resources
- Work with Planning Director in the five year review and update of the Conservation, Recreation and Open Space Plan for the Commonwealth's Department of Conservation Services
- Participate as a member of the Community Preservation Committee (under provisions of CPA)
- Assist or provide information to the Select Board and other Town Committees that may help in the course of other, non-open space acquisitions

COLLABORATE WITH: Recreation Advisory Committee, Planning Board, Community Preservation Committee, Affordable Housing

PLANNING BOARD

Powers and Duties: Exercise such powers and duties as are prescribed by MGL, this Charter, and By-law.

- May make recommendations to the Town Meeting, the Select Board, and the Town Administrator on all matters concerning the physical, economic, and environmental development of the Town.

- Cooperate closely with the Conservation Commission, and the Board of Health, and the Board of Water and Sewer Commissioners.
- Appoint one member of the Board of Water and Sewer Commissioners (6-8-2)
- Responsible for development and periodic updating of the Orleans Comprehensive Plan, including:
 - Consult with, and seeking evidence from, appropriate Town officials, multi-member bodies and citizens of the Town when updating the Orleans Comprehensive Plan
 - Present proposed, updated Plan at a public hearing and revise following such hearing, if needed.
 - Present to the Town Meeting for adoption the portions of the Plan considered ready.
 - The revisions may be amended on the floor of Town Meeting.
 - Use the Plan for revisions of the Zoning By-Law
- Make recommendations to the Town.
 - Recommend implementation actions from the Plan as part of the development of the annual Operating and Capital Budgets and a six-year schedule of Plan implementations as part of the Capital Improvement Plan updating process.
 - Present a report to the Annual Town Meeting specifying those Plan actions currently being and scheduled actions approved by the Select Board for full or partial completion during the ensuing fiscal year.
- Plan shall be used by other multi-member bodies in discharging their responsibilities.

COLLABORATE WITH: Conservation Commission, Board of Health, Board of Water and Sewer Commissioners, Zoning Board, Other multi-member bodies, Select Board

RECREATION ADVISORY COMMITTEE

CHARGE: Responsible for advising the Recreation Director, Town Administrator and Select Board on ways to improve and/or expand recreational programming and facilities for all age groups ... not with the day-to-day administration of the Rec Department.

- Identify ways to improve outreach and communications with the community regarding recreational programs
- Solicit ideas and feedback regarding existing or proposed recreational policies and programs
- Study local and national trends in recreational programming, evaluate them in light of Orleans' demographic, financial, environmental and seasonal characteristics
- Explore opportunities to share recreational strategies, programs and facilities with neighboring towns
- Explore the possibilities for new or enhanced recreational programs or facilities on Town property
- Prepare a five-year plan that includes recommendations for recreational policy, and review the plan with the Recreation Director prior to presenting to Select Board and Director of Planning and Community Development for

inclusion in the Conservation, Recreation, and Open Space Plan by 12/31/19 and every five years thereafter

- Review current operations of the Rec Dept. with the Rec. Director and make recommendations for budget priorities to Select Board by September 15 of each year
- Recommend members of the Committee to represent various Town committees that require input on recreational matters.

COLLABORATE WITH: Bicycle and Pedestrian Committee, Council on Aging, Cultural Council, Cultural District, Fourth of July Fireworks and Parade Committee, Human Services Advisory Committee, Marine and Fresh Water Quality Committee, Memorial and Veterans Day Committee, Open Space Committee, Director of Planning and Community Development, Recreation Director, Other Town committees requiring input on recreational matters, Conservation Commission, Village Cultural Council District Committee

SELECT BOARD

Policy Leadership:

- Chief executive goal setting and policy-making agency of the Town.
- Enact rules and regulations establishing Town policies, not otherwise governed by MGL, Charter, or By-law and if appropriation necessary, effective only when authorized by Town Meeting
- Issue policy statements setting outer limits of budget expenditures

Executive Powers:

- All executive powers of the Town rest with the Select Board except as otherwise indicated in Charter and all powers and duties designated by MA Constitution and MGL, and additional powers/duties authorized by Charter, By-law, or Town Meeting vote
- Board members possess no individual authority unless previous granted by Board vote
- Responsible for ensuring the Charter, By-laws, rules and regulations for governing are enforced and an up-to-date record of all official acts is kept.
- Develop and update the Town's Emergency Plan annually and publish emergency response guidance to citizens

Administration

- Delegate responsibility for administration of Town's business to Town Administrator, and not administer the day-to-day affairs of the Town.

Intergovernmental Relations Powers

- Development and implementation of inter-municipal and regional cooperation with other towns, civil divisions subdivisions, or Commonwealth or US government agencies and in doing so:
 - Weigh all factors (cost of establishing, implementing, maintain agreement; cost of liability insurance; potential advantages)
 - Clearly delineate responsibilities of the several parties to such agreements.
 - Any such contract or formal agreement establishing such cooperation that requires appropriate of Town funds over \$500,000 or entails Town commitment of over five years, requires approval of Town Meeting.

- Board members shall represent Town on regional and/or inter-municipal committees. When necessary, Board shall designate a Town employee or other person to represent Town.

Coordination Powers

- Maintain liaison with all multi-member bodies
- Mediate disputes among Town multi-member bodies

Investigation Powers

- May investigate and may authorize Town Administrator to investigate Town affairs and the conduct of any Town department, office, or agency or claims against Town.
 - For this purpose Select Board may subpoena witnesses, administer oaths, take testimony, and require production of evidence. A report of investigation is filed with Town Clerk and a summary printed in the next Town report

Specific Powers, Administrative Duties, Responsibilities of Select Board

- Act as licensing authority of Town with power and responsibility to:
 - Issue licenses
 - Make necessary rules and regulations regarding issuance of licenses
 - Attach conditions and impose restrictions it deems in the public interest
 - Enforce or cause to be enforced, the laws, rules, regulations relating to all businesses for which it issues licenses.
- Be recognized as head of Town government for all ceremonial purposes
- Act as Park Commissioner and have and exercise the authority, powers and duties of Park Commissioners conferred by MA GL, Charter, By-laws of Orleans
- Review, based on Board policy the general Bylaws of Town and propose revisions to Town Meeting

Powers of Appointment

- Power to appoint a Town Administrator, Town Counsel, Town Accountant/Director of Municipal Finance, Police Chief, Fire Chief, 3 members of Board of Registrars of Voters, Election Offices, 5 members of Zoning Board of Appeals and 3 associates, Members of Board of Water and Sewer Commissioners, members of Community preservation Committee
- Power to appoint a Board of Assessors; Planning Board; Conservation Commission, Council on Aging, a Historical Commission, and a Cultural Council, all of whom are responsible to Board through Town Administrator and responsive to request from Town Administrator's office.

Other Town Multi-Member Bodies

- Power to appoint such other multi-member bodies as may be in existence on effective date of Charter where no other method of appointment is provided; and other multi-member bodies as established by GL, Charter, By-law, vote of Town Meeting, vote of Select Board

Town Counsel

- Requested to schedule some regular working hours at Town offices
- Access to Town Counsel through Town Administrator Office
- Town Counsel opinions delivered in writing and a permanent public file of such opinions established under care of Town Clerk. Made available upon request.

Prohibitions

- Board or its members should deal with Town officers and employees supervised by Town Administrator through the Town Administrator – and shall not give orders to any such officer or employee publicly or privately.
- Board members cannot serve on appointive Town multi-member bodies established by Charter or By-law to which Board is the appointive authority

COLLABORATE WITH: All Town Committees and Commissions

SHELLFISH & WATERWAYS IMPROVEMENT ADVISORY COMMITTEE

Charge: Serve as a resource to Town Administrator, Select Board, Harbormaster/Shellfish Constable and other town boards and committees for issues related to preserving, protecting, managing, and enhancing our natural resources such as finfish, shellfish, and public waterways.

- Review, research, and/or provide recommendations to Select Board re/ coastal and shellfish projects, policies, and rules and regulations that may impact the protection of ecologically and economically important finfish and shellfish resources.
- Review, research and/or provide recommendations to Select Board re/ efforts Town efforts to protect, maintain, develop and improve its navigable waterways and public resources, through transparent and environmentally sound means and in a way that advocates for all waterway users.
- Study matters presented by the Harbormaster/Shellfish Constable re/ marinewaterways of the town and make recommendations to him/her or the Select Board as required.
- Work with Harbormaster/Shellfish Constable relating to the Town's marine waterways & make recommendations to him/her or the Select Board as required
 - With Harbormaster/Shellfish Constable develop program with Town Funding for shellfish aquaculture propagation
 - Investigate availability of, and pursue, State and Federal grants, funding
 - Develop a plan and provide Recommendations to Select Board re/ policies on shellfish regulations, propagation, and habitat protection, including aquaculture programs.
 - Study and make recommendations regarding criteria for the harvesting of shellfish(e.g. sizes, etc.).
 - Research and make recommendations regarding the establishment of new and innovative management efforts, or control efforts such as a trap program for invasive species (e.g. Green crab)
 - Establish and maintain a balance of understanding between commercial and recreational shell fishermen.

COLLABORATE WITH: Recreation Advisory Committee, Marine and Fresh water Quality Committee, Dredging Committee, Select Board, Conservation Commission

VILLAGE CULTURAL COUNCIL DISTRICT COMMITTEE

Charge: To administer the Orleans Village Center Cultural District’s mission to promote fine arts and culture and foster the endeavors of artists and arts supporters through enhanced opportunity and innovative collaboration, embracing an environment supportive to the creative economy.

- Encouraging and enhancing the membership and participation of Cultural District partners
- Promoting community events such as public music, performances, farmers’ market, Celebrate Our Waters, and the Orleans Block Party along with new traditions
- Working with the Orleans Chamber of Commerce to publicize events and strengthen the community calendar
- Creating a supportive environment for arts & cultural businesses, artists and artisans
- Maintaining communication with local and regional cultural organizations and increasing cultural diversity overall.

COLLABORATE WITH: Recreation Advisory Committee, Council on Aging, Orleans Chamber of Commerce, Cultural Council

ZONING BYLAW TASK FORCE

Charge: Revise Orleans Zoning Bylaw on an ongoing basis.

- Identify areas for improvement
- Resolve discrepancies
- Improve unclear, confusing, contradictory or ambiguous section
- Draft new sections to address problems/concerns that may arise periodically
- Expand and clarify definitions

COLLABORATE WITH: Community Building Renovation Task Force; Renewable Energy Committee, Affordable Housing

Committees/Groups/Board Charges Not found

- Board of Assessors (Board members, but not charge)
- Building Code Board of Appeals
- COA Board of Directors
- Commission on Disabilities
- Community Preservation Committee
- Fence Viewer
- Historical Commission
- Moderator
- Nauset Estuary Stakeholders Group
- Old King’s Highway Regional Historic District Cttee
- Orleans School Committee
- Personnel Advisory Board
- Pleasant Bay Resource Management Alliance
- Pleasant Bay Steering Committee
- Registrar
- Site Plan Review
- Snow Library Board of Trustees (elected)
- Town Constable (elected)
- Traffic and Parking Study Committee
- Veteran’s Grave Officer
- Zoning Board of Appeals