

## ADMINISTRATIVE CODE

### Historical Commission

#### A. Membership

The Historical Commission shall have five members appointed by the Town Manager with the approval of the ~~Board of Selectmen~~Select Board for staggered three year terms. The Commission elects a chairman and clerk. The Select Board also shall appoint for terms of one year, two associate members of the commission. In case of the absence, inability to act, or interest on the part of a member of the commission his or her place may be taken by an associate member designated by the chairman of the commission. In case of a vacancy on said commission the chairman may designate an associate member to serve as a member of the commission until said vacancy is filled as provided in this Section.

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#### B. Duties and Responsibilities

1. Conduct research for places of historic value and compile and maintain an inventory of such historic sites to be used as a master preservation plan, available to state and regional agencies. The inventory shall include areas, historically, architecturally, archeologically or culturally significant to the Town.
2. Recommend to the Assistant Town Manager methods of protecting and preserving these historic sites.
3. Develop a program and assist in the coordination of the activities of private associations, societies, and trusts organized for similar purposes. Provide a liaison with other town boards and committees such as the Planning Board, Comprehensive Town Plans Committee and the Historic Districts Commission to insure maximum coordination on projects of joint interest.
4. Recommend, after approval by the ~~Board of Selectmen~~Select Board and in accordance with Section 27 of Chapter 9, historic sites to the Massachusetts Historical Commission to be certified as Massachusetts Historic Landmarks based upon the Massachusetts Historical Commission's standards for certification. Such recommendations are also used for submission of historic sites to the National Register of Historic Places.
5. As necessary, prepare pamphlets, books, maps and plans which will be funded through the normal budget and appropriation process. Consider the accumulation of oral histories to supplement the basic functions of the Commission.
6. Submit a report of the Commission to be included in the Annual Town Report.
7. Such special assignments that may be requested from time to time for projects allied to the function of the Commission.
8. Administer the Wheeler Harrington House.

9. Develop the annual budget and capital improvement program and submit them to the Town Manager.
10. Review all warrants for payment before referral to the Assistant Town Manger.