

Commissions, Boards, Councils, and Committees Priorities, Recruitment Info, and Quorum Details, #193203

Commission	Number of meetings met in 2011 (with a quorum)	Legislative Composition: Number of Members	Minimum Numbers Permitted	Number of Current Appointed/Elected Members Per City Clerk Records May 2012	Vacancies
Affordable Housing Trust		No fewer than five and no more than nine. SCO 7.92	5	9	2
AIDS Commission	No meetings in 2011	No less than 13 and no more than 21 members. SCO 6-84(a)	13	0	2
Arts Council Board	10 meetings	At least five and not more than twenty-two members. G.L. 10, section 58.	5	9	2
Bicycle Advisory Committee	11 meetings	No fewer than 13 members. SCO 2-300.	13	14	2
Biosafety Committee	No meetings in 2011	7 Members: Composed of the environmental protection officer, the director of the board of health or his/her designee, a representative from the fire department, a member of the planning department and the office of housing and community development ("OHCD"), an expert in the biotechnology field from the academic community, and two members representative of the citizenry of Somerville. SCO 6-60(b)	7	4	3
Board of Assessors	16 meetings	Three members. Charter, Division 1, Section 36(a)	3	3	3
Board of Health	9 meetings	Three persons. Charter, Division 1, Sec. 38.	3	3	3
Board of Public Welfare	No meetings in 2011	Three persons. Charter, Division 1, Sec. 37	3	0	3
Commission for Persons with Disabilities	5 meetings	Not less than five nor more than nine members. G.L. c. 40, 8J.	5	7	3

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Commission on Energy Use and Climate Change	11 meetings	Seven members and one associate member. SCO 2-305(a).	7 + 1	7 Members 1 Associate	3
Condominium Review Board	12 meetings	Five members. SCO 7-68(c)	5	3	3
Conservation Commission	12 meetings	Not less than three nor more than seven members. G.L. c. 40, section 8C	3	7	3
Council on Aging	No meetings with sufficient quorum for 2011	Eleven persons. SCO 2-62(a)	11	11	4
Design Review Committee	11 meetings	Seven members. SZO 5.6.	7	7	4
Election Commission	4 meetings	Four persons. Charter, Division 2, Article IV, Section 2	4	4	4
Ethics Commission	2 meetinfgs	Five members. SCO 15-2(a)	5	4	4

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Fair Housing Commission	6 meetings	Five members. SCO 7-46(a)	5	3	5
Gang Advisory Board	No meetings in 2011	7 Members: A representative of the Somerville human right's commission to be chosen by such commission, a member of the professional standards office of the Somerville police department to be chosen by the chief of police, the city solicitor or his designee, an alderman selected by the board of aldermen, and 3 representatives of the community, at least 2 of whom shall be minority representatives. c. 327 of the Acts of 2004.	7	4	6
Historic Preservation Commission	12 meetings	Seven members, and seven alternates. SCO 7-19(b).	7	7 members 7 alternates	6
Housing Authority		Five members. GL c. 121B, section 5.	5	5	6
Human Rights Commission	No meetings with sufficient quorum for 2011	Twelve members. SCO 2-238(a).	12	5	7
Library Board of Trustees	10 meetings	Nine members. Charter, Division 1, Section 39.	9	9	8
Licensing Commission	12 meetings	Three members. GL ch. 138, section 4.	3	3	9
Listing Board	No meetings 2011	5 members: Chief of police and board of election commissioners.	5	5	11

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Multicultural Affairs Commission	We did not have occasion to meet in 2011.	17 members: A representative of the mayor's office appointed by the mayor for a term of two years, two members of the board of aldermen chosen by the president of the board for a term of two years, and 14 persons broadly representative of the social, economic and cultural interests of the community. SCO 2-309.1	17	5	up to date
Municipal Athletic Facilities Commission	We did not have occasion to meet in 2011.	Five members. SCO 2-309.7(a)	5	4	na
Municipal Compensation Advisory Board	No meetings 2011	Five members. SCO 2-276.	5	5	up to date
Municipal Scholarship Committee		The superintendent of the city or town schools or designee thereof, and no fewer than four residents of the city. GL c. 60, section 3C.	4 + 1	4	up to date
Planning Board	23 meetings	Five members and one alternate member. SZO Planning Board Rules and Regulations, Chapter 5, Section 2.	5 + 1	5 members 1 alternate	na

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Police Chief Selection Committee	No meetings in 2011	(1) The personnel director, who shall serve as the chair of the selection committee; (2) One member of the board of aldermen to be appointed by the president of the board of aldermen; (3) The director of the multicultural affairs commission; (4) Two members of the general public to be appointed by the president of the board of aldermen, with at least one of said members being a representative of the city's socioeconomic and racial and ethnic segments; (5) Two members of the general public to be appointed by the mayor with at least one of said members being a representative of the city's socioeconomic and racial and ethnic segments; and (6) Two sworn officers of the Somerville Police Department, one of whom shall be a member of the union representing patrol officers, elected by that body, and one of whom shall be a member of the union representing superior officers, elected by that body. SCO 10-18(a)	9	9	up to date
Recreation and Youth Commission	6 meetings	Ten citizens of the city. SCO 2-247.	10	8	up to date
Redevelopment Authority	6 meetings	Five members. GL c. 121B, section 5.	5	5	
Retirement Board	14 meetings			5	
Somerpromise Advisory Board		Eleven trustees. See Declaration of Trust.	11	0	up to date
Traffic Board	We did not have occasion to meet in 2011.	Three persons. Charter, Division 2, Article VII, Section 6.	3	3	up to date
Traffic Commission	12 meetings	5 members: The commissioner of public works, the chief of police or his designee, the chief engineer of the fire department or his designee, the chairman of the committee on traffic and parking of the board of aldermen and one member of the general public of the city. Charter, Division 2, Article VII, Section 1	5	5	up to date

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Tree Advisory Committee	We did not have occasion to meet in 2011.	5 members: The mayor or his or her designee; A representative selected by the board of aldermen, to serve for a term of three years; A representative of the office of strategic planning and community development; The tree warden; One member of the Somerville Garden Club, or similar organization, to serve for a term of three years, selected by the mayor, subject to confirmation by the board of aldermen. SCO 12-100	5	5	
Veterans Commission on Monuments, Memorials and Dedications	2 meetings	6 members: The mayor or his designee, and five members appointed by the mayor. SCO 2-309.5	6	6	up to date
Women's Commission	No meetings with sufficient quorum for 2011	Fifteen members. SCO 2-283(a)	15	9	up to date
Zoning Board of Appeals	25 meetings	Five members and two associate members. SZO Rules and Regulations of the Zoning Board of appeals. Section 2.	5 + 2	5 members 2 associates	up to date

Commission	Three top activities/programs/priorities	Unique strategies to recruit new members
Affordable Housing Trust	FY13 NOFA funding, our audit and our funding projects (75 Cross, 1323 Broadway with the Volunteers of America).	We do not do recruiting, the positions are for specific representatives and we have little turnover. The Mayor appoints each member.
AIDS Commission		
Arts Council Board	LCC grant review & approval each year; Program planning & support each year; Salon series specifically curated by board.	Typically board members are recruited via their involvement with the Council, i.e. volunteers who have been panelists on our LCC grant program; and active volunteers who help with our programs like ArtBeat, ArtsUnion; and if the board needs representation like a particular genre, i.e. music, dance, etc. we actively seek supporters of the Council who have specific expertise to provide advice and guidance about that group of constituents.
Bicycle Advisory Committee	brainstorming 2013 bike infrastructure improvements, working on policy recommendations such as complete streets guidelines, the planning bike related events.	There is no distinct strategy as such but we do have a considerable number of volunteers who regularly attend events, and have signed up for the email list. Attendees are tracked by the committee. In addition, we often get member of the public at our monthly meetings, some of whom may be interested in appointment in the future.
Biosafety Committee		
Board of Assessors	Appellate Tax Board cases	Current Board is made up of long time appointed members so there is no need to recruit new members. If an unlikely vacancy occurs, remaining Board members will interview potential candidates to recommend
Board of Health	BOH is statutorily mandated to have this body in place. The primary purpose is to enact and enforce regulations that positively impact the public health.	We have not had the need to recruit recently. This is a 3 member board, one of whom must be a practicing physician who resides in Somerville.
Board of Public Welfare		
Commission for Persons with Disabilities	Work includes: emergency preparedness training, co-sponsoring (possibly the Arts Council) an art exhibit showcasing works from disabled Individuals, and reviewing AAB variance requests	Commissioner announced openings on the commission at a recent ResiStat meeting; joined Office of Somerville Commissions for informational commission workshops; and shared info tables at public events.

Commission	Three top activities/programs/priorities	Unique strategies to recruit new members
Commission on Energy Use and Climate Change	Developing a Climate Summit, focusing on Climate Adaptation and Mitigation. The commission has also provided guidance on the City Residential Energy Efficiency Program.	Commission members and staff conducted outreach to likely interested community groups, such as Somerville Climate Action.
Condominium Review Board	The Condo Review Board's main task is to review and approve Condo conversion applications. The prep work is done by the clerk, Vicki Wairi, and no applicant is put before the Board if their documentation and appropriate paperwork is not complete and in order.	Strategies for recruiting new members: The commissioners on this Board receive a monthly stipend. The Chair, William Medeiros, has told me that the mayor makes recommendations on whom he would want to be on the Board. There are currently 2 vacancies. If advised, I will actively recruit one (1) Somerville homeowner, and for one (1) tenant or elderly/ handicapped, or low to mod. income individual.
Conservation Commission	(1) Reviewing Notice of Intents (for any construction done near waterways; Example: Assembly Square) followed by issuing Orders of Conditions. Also review Requests for Determination required for construction near the protective buffer zone around any wetland areas. (2) Assist with Somerville Community Garden; decision making, help resolve conflict, advise Garden Coordinators. (3) Rewriting all special conditions for the city to further improve on the protective standards for the waterfront areas in Somerville	New members that have recently joined the Conservation Commission responded to a newspaper and website ad looking for new members. They have also joined after attending meetings that featured topics they were interested in.
Council on Aging	Elder programming of Council on Aging	Seniors self-promote and request
Design Review Committee	Review of Special Permit projects (both residential, commercial, and mixed-use) before they go before the Special Permit Granting Authority.	Planning staff has regularly asked city residents, participants in the SomerVision planning process, members of other commissions and others if they are interested in serving. We do often get approached by those with an interest and find an opportunity to fill them into a position of need .
Election Commission	Change of polling locations, Dog Policy in polling locations, and upgrading of polling booths	The Mayor appoints the members, subject to confirmation by the Board of Aldermen.
Ethics Commission	Gather statements of Financial Interest from elected officials and designated city employees, review statements for accuracy, follow-up for additional information and corrections, and vote to accept each form, after review.	The Mayor appoints the members, subject to confirmation by the Board of Aldermen.

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Fair Housing Commission	Activities/Programs/Priorities: The Fair Housing Commission reviews complaints, questions, or issues that come to the FHC via phone calls, email or in person. Referrals are made to appropriate city agencies including local non-profits who can provide specific expertise.	Outreach for the current vacancies have been through the usual venues of inquiries with the current commissioners and their agencies. We have repeatedly outreached to SHA to find a low/moderate income tenant, but as yet have not been successful. We did have one volunteer who worked with the FHC for nearly one year and was interested in becoming a commissioner, but her family obligations prevented her from being able to continue. One challenge has been to find interested individuals who live in Somerville. We have several interested persons who work at local agencies, but they do not live in the city.
Gang Advisory Board		
Historic Preservation Commission	Meets to review applications for exterior alterations to historic properties and most types of building demolitions, organize/support many public outreach activities (Preservation Month, Union Square Walking Tour, and Ghosts of Somerville at the Milk Row Cemetery), revise and expand its Design Review Guidelines.	We recruit via numerous means, including professional associations, local organizations, historic events and our historic interest list.
Housing Authority		
Human Rights Commission	complaint referrals and know your rights trainings	Office of Somerville Commissions presented at ResiStat meetings; created large case display for May at Central Library; held informational workshops about commissions; tabled at events in community; met with executive directors from local nonprofits that have diverse clients; created material for tabling, trainings and online education on commissions; taped television show about commissions; organized intern for recruitment strategies (including reducing required in-person meetings, increasing electronic task management, and creating quick action items for tasks).
Library Board of Trustees	facilities planning, communications (helping to spread the word about the libraries), teen services revamp, fundraising	Actively recruiting new members- President and Library Director are working closely together on this. Two potential nominees are currently being recruited.
Licensing Commission	This Board approves licenses	We are not currently looking for more Board members.
Listing Board	Supervise Somerville census.	Members are automatically assigned positions

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Multicultural Affairs Commission	SomerPeople and recruitment	Office of Somerville Commissions presented at ResiStat meetings; created large case display for May at Central Library; held informational workshops about commissions; tabled at events in community; met with executive directors from local nonprofits that have diverse clients; created material for tabling, trainings and online education on commissions; taped television show about commissions; organized intern for recruitment strategies (including reducing required in-person meetings, increasing electronic task management, and creating quick action items for tasks).
Municipal Athletic Facilities Commission	Stadium Commission	The members are appointed by the Mayor, then approved by the Board of Alderman.
Municipal Compensation Advisory Board	Purpose is to review non-union compensation and expense allowances for municipal and elected officials	MCAB doe not currently need to recruit members
Municipal Scholarship Committee		
Planning Board	Review of Special Permits, Special Permits with Site Plan Review, Site Plan Approvals, and Zoning Amendments.	Planning staff has regularly asked city residents, participants in the SomerVision planning process, members of other commissions and others if they are interested in serving. We do often get approached by those with an interest and find an opportunity to fill them into a position of need.

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Police Chief Selection Committee	Selects questions for police chief candidates, meets with candidates, and recommends top candidates for the public to interview and the Mayor to select.	Invitations are made to representatives of diverse populations of the City.
Recreation and Youth Commission	Discusses Recreation Dept programming, future, and problems	
Redevelopment Authority	redevelopment in Assembly Square and redevelopment in Union Square	
Retirement Board	Oversee MA general law chapter 32 (retirement)	Two members are elected by retirees and employees of City of Somerville and the Housing Authority; one is a Mayoral Appointee; one is the chief financial officer of the City of Somerville; and the fifth member (who is from the Somerville community) is appointed by the first four members (and is the chair).
Somerpromise Advisory Board	Clarify mission and approach, award contracts, and start the work of the program.	No recruitment efforts as all the positions are assigned.
Traffic Board	The Traffic Board is only convened by petition if someone is seeking the reversal of a Traffic Commission decision.	We do not employ any strategies for recruiting new members as this Commission must be comprised of specific members (Police and Fire Chief or their designees, Public Works Commissioner, BOA member, and Mayoral appointee).
Traffic Commission	Our priorities are always the same, to keep all of our streets safe and orderly to help support vibrant business districts and residential neighborhoods.	We do not employ any strategies for recruiting new members as this Commission must be comprised of specific members (Police and Fire Chief or their designees, Public Works Commissioner, BOA member, and Mayoral appointee).

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Tree Advisory Committee	Makes decisions that help to make City tree plantings as effective as possible.	Obtain new members but advertising in local newspapers.
Veterans Commission on Monuments, Memorials and Dedications	Votes for or against naming public streets and squares in honor of individuals who have made significant wartime contributions.	We are not trying to recruit anyone, as the commission is fully staffed.
Women's Commission	Recently conducted a city-wide survey of women, sponsored domestic violence trainings and events for awareness, and organized annual events.	Office of Somerville Commissions presented at ResiStat meetings; created large case display for May at Central Library; held informational workshops about commissions; tabled at events in community; met with executive directors from local nonprofits that have diverse clients; created material for tabling, trainings and online education on commissions; taped television show about commissions; organized intern for recruitment strategies (including reducing required in-person meetings, increasing electronic task management, and creating quick action items for tasks).
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