

PRELIMINARY DRAFT

CHAPTER 4

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ARTICLE I. CAMBRIDGE HISTORICAL COMMISSION

SECTION 4.101. COMMISSION MEMBERSHIP; APPOINTMENT; TERMS. The Cambridge Historical Commission established under the Historic District Act, General Laws, Chapter 40C, with all the powers and duties of an historic district commission, shall consist of seven members to be appointed by the Manager by the approval of the Council, including one member, where possible, from two nominees submitted by the Cambridge Historical Society,

¹For ordinances pertaining to the Water Board, see Chapter 20.
For ordinances pertaining to the License Commission, see Chapter 13,
For ordinances pertaining to the Recreation Commission, see Chapter 15.

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one member, where possible, from two nominees, one of whom shall be submitted by the Chapter of the American Institute of Architects covering Cambridge, and one of whom shall be submitted by the Boston Society of Landscape Architects, and one member, where possible, from two nominees of the board of realtors covering Cambridge. One or more of the foregoing shall be a resident of an Historical District established in Cambridge pursuant to the Historic Districts Act. The members shall serve for terms of three years and until their successors are appointed and qualified. (Ord. No. 727, sec. 1, June 24, 1963)

SECTION 4.102. HISTORIC DISTRICTS ESTABLISHED. There are hereby established under the provisions of the Historic Districts Act, four historic districts, to be known respectively as Cambridge Common Historic District, Longfellow Historic District, Lowell Historic District, and Fayerweather-Lee Historic District, bounded as respectively shown on the map entitled "Cambridge Historic Districts Map - 1962" attached to and made a part of this ordinance. (Ord. No. 727, sec. 2, June 24, 1963)

SECTION 2.103. POWERS AND DUTIES OF COMMISSION. The Commission shall have in addition to the powers and duties of an historic district commission the following further duties (and may in exercise of any of its powers or duties accept money, gifts and expend the same, and subject to appropriation or receipt of such gifts, employ clerical and technical assistants or consultants):

(a) To conduct a survey of Cambridge buildings for the purpose of determining those of historic significance architecturally or otherwise, and pertinent facts about them, acting in collaboration with the Planning Board and the Redevelopment Authority to the extent either may from time to time be able to undertake such work, and to maintain and from time to time revise detailed listings of historic sites and buildings in Cambridge, and data about them, appropriately classified with respect to national, state, or local significance, to period or field of interest, or otherwise;

(b) To propose from time to time as they deem appropriate, the establishment in accordance with the provisions of the Historic Districts Act of additional historic districts and changes in historic districts;

(c) To determine an appropriate system of markers for selected historic sites and buildings not already sufficiently marked, to arrange for preparation and installation of such markers, and to arrange for care of historic markers;

(d) To arrange for preparation and publication of maps and brochures and descriptive material about Cambridge historic sites and buildings, arranged for convenient walks or tours, or otherwise;

(e) To arrange for construction and placing under appropriate cover at a convenient place on or near the Cambridge Common of a model of Cambridge as it existed in the latter part of 1775;

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(f) To cooperate with and advise the Planning Board, the Redevelopment Authority, the Public Works Department, and other City agencies in matters involving historic sites and buildings;

(g) To cooperate with and enlist assistance for Cambridge from the National Park Service, the National Trust for Historic Preservation, the Society for the Preservation of New England Antiquities, and other agencies, public and private, from time to time concerned with historic sites and buildings; and,

(h) To advise owners of historic buildings in Cambridge on problems of preservation. (Ord. No. 727, sec. 3, June 24, 1963)

SECTION 4.104. ADVISORY COMMITTEE TO ASSIST COMMISSION. The Commission may recommend to the Manager from time to time as needed appointment of advisory committees of historians and persons experienced in architecture or other arts or in historic restoration or preservation, to assist in manner comparable to the National Park Service Advisory Board or Consulting Committee. (Ord. No. 727, sec. 4, June 24, 1963)

SECTION 4.105. RULES AND REGULATIONS OF COMMISSION. The Commission shall adopt rules and regulations for the conduct of its business, not inconsistent with the provisions of the Historic Districts Act or this ordinance. (Ord. No. 727, sec. 5, June 24, 1963)

SECTION 4.106. APPLICATION FOR CERTIFICATE OF APPROPRIATENESS; TIME LIMIT TO ACT. When taking action under the provisions of the second paragraph of Section 7 of the Historic Districts Act, the Commission shall make its determination within forty-five days after the filing of the application for a certificate of appropriateness, or such further time as the applicant may in writing allow. (Ord. No. 727, sec. 6, June 24, 1963)

ARTICLE II. COMMUNITY SCHOOLS COMMISSION

SECTION 4.201. CREATION. There shall be a Community Schools Commission in the City of Cambridge. (Ord. No. 823, sec. 1, August 6, 1973)

SECTION 4.202. ORGANIZATION. The Commission shall consist of seven members, all of whom shall initially be appointed by the City Manager with the proviso that one member shall be an incumbent member of the City Council and one of the members shall be an incumbent member of the School Committee. (Ord. No. 823, sec. 2, August 6, 1973)

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SECTION 4.203. TERM. The initial appointments shall serve for the following terms: (a) Two citizen members shall be for one year terms (b) The Council and School Committee appointment shall be for two year terms: concurrent with their terms of office (c) One citizen member shall be for a three year term. After that, all appointments and/or elections to the Commission shall be for three year terms with a limit of two consecutive terms for each member. (Ord. No. 823, sec. 3, August 6, 1973)

SECTION 4.204. APPOINTMENTS BY THE CITY MANAGER. After the initial appointment at least two of the positions on the Commission shall be filled by the City Manager from recommendations from the Community Schools Advisory Committee after nomination and election by a majority of its membership. (Ord. No. 823, sec. 4, August 6, 1973)

SECTION 4.205. NO COMPENSATION. The members of the Commission shall serve without compensation. (Ord. No. 823, sec. 5, August 6, 1973)

SECTION 4.206. DUTIES. (a) The Commission shall prepare a written plan for implementation of a Community Schools Program and for the most advantageous use of the Schools and any other appropriate facilities for the implementation of such a program.

(b) The plan shall be submitted annually for the approval to the City Council, the School Committee and the City Manager. (Ord. No. 823, secs. 6 & 7, August 6, 1973)

SECTION 4.207. THE ADVISORY COMMITTEE; ORGANIZATION. (a) Each elementary school that functions as a community school shall have a neighborhood advisory committee representative of the area.

(b) The City-Wide Advisory Committee on Community Schools shall consist of one to four representatives of each elementary school in the City of Cambridge to serve for a term of four years and in no event for more than two such terms. The Advisory Committee shall elect from its own membership a chairman. This chairman may at his discretion appoint additional city-wide members of the Advisory Committee, providing that such appointees do not constitute more than one-third of the total remaining members of the committee.

(c) Members of the Advisory Committee may attend all meetings of the Community Schools Commission, may participate in all discussions relating to programs, and may initiate proposals for modifications in existing programs and activation of new programs.

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- (d) All decisions shall be made by a majority vote of the Commission.
- (e) Once a plan submitted by the Commission is approved as set forth in section 4.206 (b), each city department concerned with said plan shall have a duty to carry out its terms. (Ord. No. 823, sec. 8-12, August 6, 1973)

ARTICLE III. COUNCIL ON AGING

SECTION 4.301. MEMBERSHIP, APPOINTMENT AND TERM; OFFICERS AND MEETING. The Council shall consist of eleven members who shall be appointed by the City Manager, seven over the age of sixty years who shall serve terms of three years each and be representative of Cambridge elderly geographical, economic and ethnic factors, and four who shall serve terms of two years each and be representative of other community segments servicing or concerned with the well being of the elderly population of Cambridge. Names of candidates to fill vacancies will be submitted by the Council to the City Manager.

The Council shall elect from among its members, annually in October, a Chairperson who shall preside at meetings of the Council and who shall serve not more than two consecutive terms, and a Vice-Chairperson who shall serve in the absence of the Chairperson. A meeting shall be held at least once a month. (Ord. No. 850, Sept. 22, 1975)

SECTION 4.302. ESTABLISHMENT AND FUNCTION. It shall be the function of the Council to: (a) Evaluate, coordinate, promote and encourage new and existing services and activities intended to enhance or improve the quality of life of older persons in the City of Cambridge.

(b) Survey resources available to Cambridge elderly and act as an information and referral source regarding services, benefits, activities, and programs available to them.

(c) Act in an advisory capacity to the City Manager on all matters pertaining to the welfare of elder Cambridge citizens.

(d) Be the primary public advocate for elderly Cambridge residents. (Ord. No. 850, Sept. 22, 1975)

SECTION 4.303. DUTIES AND RESPONSIBILITIES. It shall be the duty and responsibility of the Council to: (a) Identify the total needs of the City's elderly population, collecting facts and statistics and conducting special studies as necessary in order to accomplish this end.

(b) Evaluate and coordinate all public and private programs and services for the elderly in Cambridge.

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(c) Participate in the planning and development of all services and programs funded by federal and state grants and monies, and in the determination of the recipients of such funds.

(d) Develop services and programs as required in order to meet needs not being addressed or to encourage their development.

(e) Advise the City Manager, other city officials and the public agencies of the City of Cambridge on matters affecting the elderly, particularly through regularly scheduled meetings and conferences.

(f) Educate the community and enlist its support to meet the needs of the elderly.

(g) Be aware to state and federal legislation concerning the elderly, particularly that pertaining to available funds and programs, and to take such actions as are indicated to assure beneficial results to Cambridge elderly.

(h) Be consulted by and make recommendations to the City Manager with regard to the employment of the Executive Director.

(i) Submit an annual report to the City Manager and to the State Department of Elderly Affairs on its activities of the prior year, including a record of attendance and remaining length of terms of each member.

(j) Cooperate with the State Department of Elder Affairs and Area Agency on Aging.

(k) Perform any other function prescribed under law. (Ord. No. 850, Sept. 22, 1975)

ARTICLE IV. PLANNING BOARD

SECTION 4.401. MEMBERSHIP; APPOINTMENT; TERMS. The Planning Board of the City, established under the provisions of G.L. c. 41, secs. 7-72, shall consist of seven members. The City Manager shall annually, in the month of April, appoint one member of the Board for the term of five years from May 1, and starting in April, 1949 and every fifth year thereafter, the City Manager shall appoint three members for the term of five years from May 1. (Ord. No. 30, Oct. 30, 1944)

SECTION 4.402. VACANCIES ON BOARD. Vacancies occurring on the Board shall be filled by appointment by the City Manager for the unexpired terms. (G.O. 1943, c. 24, sec. 2)

SECTION 4.403. ORGANIZATION OF BOARD. The Board shall choose a Chairman and a Secretary from its own membership. (G.O. 1943, c. 24, sec. 3)

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SECTION 4.404. POWERS OF BOARD. The Board shall have all powers and authority and perform the duties set forth in G.L., c. 41, secs. 70 to 72 relative to local planning boards and under any acts in amendments or addition thereto. (G.O. 1943, c. 24, sec. 4)

ARTICLE V. PUBLIC LIBRARY BOARD

SECTION 4.501. BOARD OF TRUSTEES. The Public Library Department shall be under the charge of a board of seven trustees, to consist of one member of the School Committee and six citizens at large to be chosen as hereinafter provided. (G.O. 1943, c. 17, sec. 1)

SECTION 4.502. APPOINTMENT OF TRUSTEES. (a) The City Manager shall annually, in the month of January, or whenever a vacancy may occur appoint one member of the School Committee, to serve as trustee for the municipal year.

(b) Also in January, of each year, two citizens at large shall be appointed by the City Manager, as Trustees to hold Office for the term of three years from the third Monday of January of the year in which they are appointed, and in case of a vacancy, for the unexpired portion of the term. (G.O. 1943, c. 17, sec. 2)

SECTION 4.503. CHAIRMAN; SECRETARY; QUORUM. The Trustees shall elect from their number a Chairman and Secretary, and four members of the Board shall constitute a quorum for the transaction of business. Every third year in the month of January, the Trustees shall choose a librarian to serve for three years who shall be removable at the pleasure of the Board and who shall receive such compensation as the Trustees shall determine. (Ord. No. 192, Nov. 15, 1948)

SECTION 4.504. POWERS OF TRUSTEES. The Trustees shall expend all moneys presented to the library, or appropriated by the City Council, for the purchase of books, the improvement of the library, its care, custody, maintenance and repairs of the building. They may establish such fees for use of the library, and shall make and publish by-laws and regulations, to extend the benefits of the institution as widely as practicable throughout the community. All moneys received for the use of the library shall be paid weekly into the City Treasury. (G.O. 1943, c. 17, sec. 4)

SECTION 4.505. MODE OF PAYMENT. No money shall be paid from the City Treasury on account of the library, except by order of the Trustees, and in pursuance of an order signed by the City Manager; and in no case shall the amount drawn exceed the amount appropriated for the library. (G.O. 1943, c. 17, sec. 5)

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SECTION 4.506. ANNUAL REPORT. The Trustees shall present to the City Manager annually, in January, a report of their activities and a statement of the condition of the library, the number of books added during the year, with an accurate account of all receipts and expenditures, together with any other information or suggestions which they may deem desirable. (G.O. 1943, c. 17, sec. 5)

