



## TOWN OF PAXTON

### Application for:

## Volunteer Appointment to Boards, Committees, and Commissions

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Community Members interested in volunteering to serve on a Board, Committee, or Commission are requested to fill out the form below and submit by email to the Town, at [volunteer@townofpaxton.net](mailto:volunteer@townofpaxton.net), by mail to Select Board Office: ATTN: Volunteers, 697 Pleasant Street, Paxton, MA 01612, or in person to the Select Board Office.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Registered Voter in Paxton: \_\_\_\_\_

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*Please check the Board, Committee, or Commission that is of interest to you. One application is required for each requested Board, Committee, or Commission. The Boards, Committees, and Commission that require all members to be registered voters in Paxton are marked with an asterisk below.*

Occasionally an opening may arise on an elected board, committee, or commission. When such vacancies occur, this form may be used to apply for the vacancy. Those appointments will usually require a joint vote of the particular board and the Select Board. The appointment will only be until the next regular local election, usually held in May. Only registered voters of Paxton are eligible for these positions. Please select the OTHER option below and write in the Board, Committee, or Commission you're looking to fill.

- |   |  |
|---|--|
| <input type="checkbox"/> Anna Maria Scholarship Committee       | <input type="checkbox"/> Economic Development Commission (EDC) |
| <input type="checkbox"/> Board of Registrars*                   | <input type="checkbox"/> Historical Commission                 |
| <input type="checkbox"/> Cable & Communications Committee       | <input type="checkbox"/> Local Historic District Committee     |
| <input type="checkbox"/> Capital Improvement Planning Committee | <input type="checkbox"/> Paxton Days Committee                 |
| <input type="checkbox"/> Conservation Committee                 | <input type="checkbox"/> Scenic Byway Committee                |
| <input type="checkbox"/> Council on Aging                       | <input type="checkbox"/> Town Buildings Need Study Committee   |
| <input type="checkbox"/> Cultural Council                       | <input type="checkbox"/> Town Hall Renovation Committee        |
| <input type="checkbox"/> DPW Building Committee                 | <input type="checkbox"/> OTHER: _____                          |

If you are interested in serving, but are unsure which might be the best fit, please contact Town Administrator Heather Munroe, [hmunroe@townofpaxton.net](mailto:hmunroe@townofpaxton.net), to discuss and learn more.

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**Please answer each of the following questions.**

1. What professional experience, life experience, skills, insight, education, or special training would you bring to the Board, Committee, or Commission? A resume (one to two pages) is welcome but not required. You may optionally post a link to your LinkedIn resume here.

2. Please describe your familiarity with the work that the Board, Committee, or Commission you are applying for does? If so, have you attended any meetings?

3. What level of meeting frequency are you able to attend?

- a. Twice Weekly
- b. Weekly
- c. Twice Monthly
- d. Monthly
- e. Bi-Monthly

4. Have you previously been a member of a Board, Committee, or Commission, in Paxton or elsewhere? If so, please list the name(s) and approximate dates of service.

5. Are you currently serving on any Board, Committee, or Commission? If so, please provide the name of the Board, Committee, or Commission and when you were appointed.

6. Do you or anyone in your immediate family have a current employment or business relationship with the Town of Paxton that could create a conflict of interest? If so, please describe.

7. Are there any other possible conflicts of interest for serving on this Board, Committee, or Commission? If so, please describe.

**REQUIRED: Please read the following and sign an acknowledgement that you understand and agree:**

The completion of this form does not guarantee my appointment. This application will be kept on file for two (2) fiscal years (July 1 – June 30); after that I must file a new application to be considered for an appointment. Being appointed to a board, committee, or commission means that I am considered a Municipal Employee under MGL Chapter 268A and thereby subject to Conflict of Interest Law MGL Chapter 268A and Open Meeting Law MGL Chapter 30A, §§ 18-25. I understand that I will read the Open Meeting Law Guide, the Summary of the Conflict of Interest, take the online Conflict of Interest training, and be sworn in by the Town Clerk within two weeks after my appointment.

**PLEASE NOTE: Once this form is submitted, it becomes a public document. If there is information that you do not want open to the public, please do not include it on this form. Information that will be redacted prior to the form being made public includes personal information includes: address, phone numbers, and email addresses.**

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Official Use Only:**

Date of Application

Acknowledgement: \_\_\_\_\_

Date Appointment Letter Sent: \_\_\_\_\_

Method of

Acknowledgement: \_\_\_\_\_

Method of

Acknowledgement: \_\_\_\_\_

No Openings at this time: \_\_\_\_\_

Date Committee Chair Notified: \_\_\_\_\_

Appointing Authority: Select Board \_\_\_\_\_ OTHER \_\_\_\_\_

Board/Committee/Commission: \_\_\_\_\_

Appointment Date: \_\_\_\_\_

Term: \_\_\_\_\_