

DEPARTMENTS

TOWN ADMINISTRATOR The Town Administrator is the Chief Administrative Officer and Chief Procurement Officer for the Town, under the direction of the Select Board. The duties of this office include overseeing the day-to-day operations of Town Government, advising upon and administering the policies and procedures of the Select Board, preparing agendas for all Select Board meetings and attending Select Board meetings, working with the various departments to coordinate the annual budget process, and representing the interests of the Town to other levels of government. **Phone:** (413) 442-1167

ADMINISTRATIVE ASSISTANT The Administrative Assistant helps ensure that the Town Hall operates smoothly and efficiently, answering questions and providing information in person and by telephone to the general public concerning Town Policies, rules and regulations, and the functions of other Town departments.

The Administrative Assistant preserves the minutes at all Select Board meetings and other meetings if necessary, and prepares and issues licenses that have been approved by the Select Board and appropriate agencies and accepts and records fees for licenses and permits issued by the Select Board, Building Inspector and related Inspectors. Additionally, The Administrative Assistant supports the Town Administrator, Select Board, and Town boards and committees and is charged with the preparation of the Annual Town Report. **Phone:** (413) 442-1167 ext. 120

ANIMAL CONTROL The Lanesborough Animal Control Officer (ACO) also functions as the State Animal Inspector. Duties include but are not limited to the following: ensuring the licensing and vaccinations of animals, returning lost animals to their owners, ensuring local barns are inspected annually, investigating barking dog complaints, conducting cruelty to animal investigations, and quarantining of animals when necessary. **Phone:** (413) 442-0512 (Dispatch)

Hours of Operation: By Appointment Only.

TOWN ASSESSOR The Primary function of the Assessor is to determine the "full and fair cash value" of all real property within the Town according to the Massachusetts General Law. In addition, the Board is responsible for administering Chapter 61, 61A and 61B land programs established by the Commonwealth to encourage preservation of forest, farm and recreational land for use by future generations, several exemption programs established to assist veterans and elderly with reducing their tax burden, and the abatement process which provides an opportunity for the taxpayer to challenge the assessed value of their property. Motor vehicle abatements are also issued through the Assessor's office. **Phone:** (413) 442-1167 ext. 124

Hours of Operation: 8 a.m. to 4 p.m. Monday-Thursday; Monday evenings 5 p.m. to 7 p.m.

BUILDING INSPECTOR Our Building Inspector examines submitted plans for new construction, renovations and alterations, for compliance to all applicable building codes, statutes

The Town proudly provides an array of programs and services for its residents. We have numerous opportunities to get involved.

Call (413) 442-1167 ext. 121 for a Citizens Interest Form or to learn more on how to get involved.

One of the first Berkshire communities to be settled, Lanesborough was originally known as "New Framingham", carved from part of Northern Berkshire Township #6. Lanesborough was first settled in 1753 and was officially incorporated on January 21, 1765.

83 North Main Street
Lanesborough, MA 01237

(Unless Otherwise Noted)

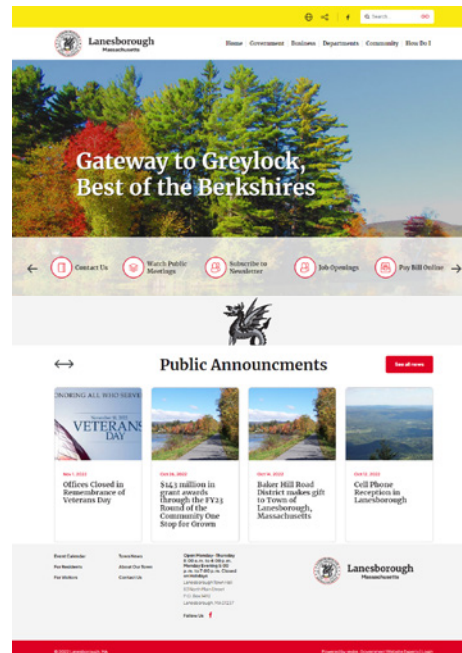
Open Monday-Thursday 8 a.m. to 4 p.m.

Monday Evenings 5 p.m. to 7 p.m.

(Unless Otherwise Noted)

Closed Holidays

lanesborough-ma.gov



Lanesborough Massachusetts

MISSION

To provide the Citizens and Visitors of Lanesborough with the most responsive, comprehensive, and fiscally responsible services to sustain and improve our Town.

VISION

To meet the needs of the Citizens and Visitors of our Town.

VALUES

SERVICE • EFFICIENCY
RESOURCEFULNESS • RESPECT
INNOVATION • SUSTAINABILITY
COLLABORATION

and Zoning Bylaws. They approve plans, safety and zoning requirements and issues building, demolition, sign, fence, pool and wood/pellet stove permits.

Building Inspector Phone Number: (413) 320-2431

Electrical Inspector Phone Number: (413) 822-9391

Gas and Plumbing Inspector: (413) 441-0300

Hours of Operation: By Appointment Only

TOWN CLERK The Town Clerk manages all elections, keeps Town records, such as birth and death records, marriage records for those who apply for their marriage license in the Town of Lanesborough, Minutes of Town meetings, and appointments to and resignations from all Town boards and committees.

The Town Clerk also records and certifies all official actions of the Town including Town Meeting legislation and appropriations, Planning and Zoning Board decisions, signs all notes for borrowing, keeps the Town Seal, submits all General and Zoning Bylaws to the Attorney General for approval, administers qualifying oaths to all elected and appointed officials and keeps all Town officials and employees informed of the State's Open Meeting and Conflict of Interest Laws, and records and posts notices of all Town board and committee meetings.

You may also contact the Town Clerk regarding licenses, certificates, professional registrations, voter registration and election information, Town Meeting schedules and records, street and voter lists, and Notary Public services. The Town Clerk also serves as the Town's Records Access Officer. **Phone:** (413) 442-1351

Hours of Operation: 8 a.m. to 3 p.m. Monday-Thursday; Monday evenings 5 p.m. to 7 p.m.

COUNCIL ON AGING The Lanesborough Councils on Aging (COA) is the community focal point for social and support services for older adults, families, and caregiver's town. Our mission is to help develop local priorities, serve as advocates, and offer opportunities for older adults and their families to access programs, services, and activities.

Examples of programs and services at the COAs include information and referral, outreach, transportation, meals (congregate and/or home-delivered), health insurance information benefits counseling (SHINE), fitness, recreation, and wellness programs. We assist people applying for senior and veterans tax exemptions and provide tax work off opportunities. **Phone:** (413) 448-2682

Hours of Operation: 8 a.m. to 4 p.m. Monday-Thursday; Monday evenings 5 p.m. to 7 p.m.

EMERGENCY MANAGEMENT SERVICES The Town of Lanesborough is part of the county-wide emergency dispatch service. Our services also participate in mutual aid agreements with other area communities. Lanesborough Emergency Management ensures an effective and orderly governmental coordination and oversight of emergency operations within the scope of Massachusetts State Statutes. It also organizes and facilitates emergency management activities, services, and training programs within the Town and the State. **Phone:** (413) 443-2321
Hours of Operation: By Appointment Only.

EMERGENCY MEDICAL SERVICES The Lanesborough Ambulance responds to Emergency Medical calls for service as well combine responses with the Lanesborough Fire and Police Departments as needed. With a roster of 13 combine paid full time, per diem, and per call Emergency Medical Technicians, the ambulance responds to approximately 500 calls for service each year. Proudly serving in a county wide mutual aid system and responding as needed to emergencies in neighboring towns and cities. **Phone:** (413) 443-2321
Location: 180 South Main Street Lanesborough, MA 01237

TOWN ACCOUNTANT The Chief Financial Officer/Town Accountant is responsible for reviewing the Town's financial records and ensuring proper procedures are followed. Numerous financial reports are prepared on the Town's financial status. The Town Accountant prepares and authorizes expenditure payments and ensures that the Town's records reflect accurate information in accordance with State law. These services are provided to the Department of Revenue, Select Board, Finance Committee, Town Administrator, Department Heads and Annual Town Report. **Phone:** (413) 442-1167 ext. 123

FIRE DEPARTMENT The Lanesborough Volunteer Fire Department is an all-volunteer fire department which serves a community with a population of 2,900 and covers 24 square miles. It currently consists of about thirty members, all of which are First Responders/Firefighters, and several of which are EMTs. The Lanesborough Volunteer Fire Department responds to approximately three hundred emergencies annually. A large majority of these emergencies are medical emergencies which are responded to by our ambulance service.

The department responds not only to fires and accidents; it also issues burning permits, controls spills and leaks of toxic substances, pumps out flooded basements, helps with animal rescues, assists the police, and is part of an extensive mutual aid system with neighboring towns. **Phone:** (413) 443-2321

Hours of Operation: By Appointment Only

Location: 180 South Main Street Lanesborough, MA 01237

HARBORMASTER The mission of our Town's Harbormaster is to coordinate docks and structures on Pontoosuc Lake within the Town of Lanesborough. **Phone:** (413) 822-5227

Hours of Operation: By Appointment Only.

LANESBOROUGH PUBLIC LIBRARY The Lanesborough Public Library offers numerous services for the community throughout the year. Click on their website on the side menu for additional information. To learn more visit: lanesboroughlibrary.weebly.com **Phone:** (413) 442-0222

Hours of Operation: Mon, Wed, & Thurs 2 pm to 7 pm; Tues 10 am to 5 pm; Sat 10 am to 1 pm

PUBLIC HEALTH DEPARTMENT The Board of Health is responsible for protecting public health and the environment. They are also responsible for disease control.

The Board of Health issues permits for wells and septic systems, inspects restaurants and motels, condemns dan-

gerous or irreparable buildings, and works with the Visiting Nurses' Association to provide limited health services, including flu shots and screenings.

The Town of Lanesborough does not provide trash or recycling pickup. **Phone:** (413) 442-1167 ext. 128

Hours of Operation: Wednesday 8:00 a.m. to 12:00 p.m.

POLICE DEPARTMENT The Lanesborough Police Department is comprised of the Chief, five full time officers and multiple part time officers. All officers are appointed by the Select Board.

The Department is overseen by a Police Advisory Review Commission which is comprised of five members which are appointed by the Select Board for staggered 5-year terms. **Phone:** (413) 443-4107

Location: 545 South Main Street, Suite 3 Lanesborough, MA 01237

PUBLIC WORKS The Lanesborough Department of Public Works is responsible for the maintenance and improvement of the Town's roads, bridges, drainage and parks. The Department of Public Works provides plowing and sanding of streets, road repair, culvert oversight and replacement, sign replacement, equipment and facility maintenance. They provide burial services as well as general maintenance and mowing for four cemeteries. For recycling or trash related questions you can contact this department as well. **Phone:** (413) 443-1921

Location: 10 Maple Court Lanesborough, MA 01237

TOWN COLLECTOR/TREASURER The Town Collector prepares real estate, and motor vehicle excise taxes for residents, and collects payments.

The Town Treasurer accounts for funds belonging to the Town; investing and disbursing funds as well as complying with reporting requirements on the Federal and State levels. The Treasurer processes payroll, tracks fringe benefits, maintains employee personnel files and serves as the insurance administrator. The Treasurer manages deferred compensation plans, coordinates Town insurance policies and accident claim forms and the maintenance and collection of tax title possessions.

Phone: (413) 442-1167 ext. 131

TREE WARDEN Our Tree Warden, William Girard oversees the care, maintenance or removal of all trees on public town lands and is responsible for guarding public resources against destructive forces that might include persons, insects or diseases. **Phone:** (413) 442-1167 ext. 120

Hours of Operation: By Appointment Only.

VETERANS AGENT The Veteran's Agent assists resident Veterans and their families, under M.G.L. Ch. 115, by helping them apply for federal claims for service-connected and non-service connected compensation; non-service connected pension if you are 70% disabled or more; health benefits and prescription drugs; and business, education and burial benefits. Headstones and markers may also be obtained through these services. **Phone:** (413) 662-3002

Hours of Operation: By Appointment Only.