



COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS.

TOWN OF MAYNARD

Report, Budget, Recommendations, and Official Warrant

ANNUAL TOWN MEETING

Monday, May 19, 2014 at 7:00 P.M.

FOWLER SCHOOL AUDITORIUM
Three Tiger Drive

PLEASE READ AND BRING THIS DOCUMENT TO THE TOWN MEETING

SPECIAL NOTICE TO VOTERS

On Monday May 12, 2014 at 7:00 p.m., a meeting will be held at the Maynard Town Building, Room 201, to discuss with any citizen who desires further information, as to the recommended budget and capital plan, and any special Articles in the Warrant to which the Finance Committee has made a recommendation. Explanation and discussion concerning these matters may be helpful in the interest of saving time at the Annual Town Meeting. Your participation is welcomed.

ADA ADVISORY

Anyone in need of special arrangements for the Town Meeting, such as an assessable wheelchair or signing for the hearing impaired, please contact the Office of the Selectmen at (978) 897-1301 by May 12, 2014 in order that reasonable accommodations may be made.

PROCEDURES AT TOWN MEETING

Order of Articles: Articles are voted on in the order they are presented unless Town Meeting votes to do otherwise.

Secret Ballot Votes: The Moderator determines whether or not an article requires a secret ballot according to Town By-laws. If the Moderator determines that an Open Vote applies to an article, at least 25 voters may request that a secret ballot vote be taken. The request for a secret ballot vote must be made prior to the open vote being taken.

Amending an Article at Town Meeting: Anytime after a main motion has been made and seconded, but before being voted on, it is possible to amend the main motion:

1. Ask the Moderator for recognition.
2. Present a motion to amend verbally and submit a copy of the motion in writing to the Moderator. The motion to amend must include your name as sponsor, any change in appropriation and its source.
3. The motion to amend must be seconded.
4. The motion to amend must be voted on by Town Meeting separately from the main motion.
5. The motion to amend must pass by a simple majority vote.
6. More than one motion to amend can be made to the main motion, but must be presented and voted on one at a time. A motion to amend must be made before the main motion is voted on.
7. After all motions to amend are voted, the main motion, (or as amended), must be voted on.

Reconsider an Article: An article may be reconsidered, that is, revoted, **only** within thirty (30) minutes of the time that the main article (motion) was voted on. An article can only be reconsidered once. To reconsider:

1. Ask the Moderator for recognition.
2. Ask for reconsideration within the thirty (30) minute time limit. The Moderator can now finish present business, which may go on beyond thirty (30) minute limit. However, the Moderator shall take up the reconsideration as the next order of business.
3. At the proper time, present your motion for reconsideration and state your name.
4. At the Moderator's option, he can move the motion without further discussion.

NECESSARY MAJORITIES*

9/10 majority is required for unpaid bills of prior fiscal years (Special Town Meeting) that had no appropriation.

4/5 majority is required for unpaid bills of prior fiscal years (Annual Town Meeting).

2/3 majority is required for all borrowing, land acquisitions or transfers and zoning by-laws.

Simple majority is required for all else, such as: regular by-laws, current appropriations and transfers, unpaid bills of prior years that have money appropriated but arrived too late to be included.

NOTE:

Yes and No votes only will be considered in the calculation of percentages. To figure the percentage, divide the Yes votes by the total Yes and No votes.

Example: 100 Yes, 50 No, and 20 Blanks shall be interpreted as:

$$\frac{100 \text{ Yes}}{100 \text{ Yes} + 50 \text{ No}} = 66.7\% \text{ or } 2/3$$

*Please note these vote quanta are for example only and there may be other types of votes, which fall under each of the categories listed above.

GLOSSARY OF TERMS USED AT TOWN MEETING

APPROPRIATE: The authority to tax and spend funds for the purpose stated.

ASSESSMENT: The estimated value of worth of a piece of property or a group of properties. Assessment of property is done within specific guidelines by the Board of Assessors.

BY-LAWS: The Town's guidelines – laws that cannot be deviated from “by-law.”

CHERRY SHEET: The state document that details the actual amount of state aid to the Town, and the charges the town must pay the state.

DEBT LIMIT: The maximum amount that a Town can borrow. In most cases, state law prohibits borrowing more than 5% of the total average valuation of taxable property. There are certain exceptions to this limit.

CERTIFIED FREE CASH: The amount of Surplus Revenue over and above uncollected taxes of prior years, certified by the Director of Accounts as of June 30th each year.

GENERAL FUND: Account from which all transactions are made, pay bills, collections, etc.

OVERLAY: The amount raised by the Assessors in excess of anticipated expenditures (appropriations and charges) to cover abatements, etc.

OVERLAY RESERVE: A city, town, or district may appropriate overlay surplus for any lawful purpose, including funding any known or anticipated overlay deficit for any fiscal year. Any amount not appropriated by June 30 closes to undesignated fund balance in the General Fund.

RESERVE FUND: Fund under the control of the Finance Committee to provide for extraordinary or unforeseen expenditures, may only be appropriated at Annual Town Meeting.

SURPLUS REVENUE: The amount by which cash, accounts receivable, and other current assets exceed liabilities and reserve.

STABILIZATION FUND: A savings account. Each year an amount not exceeding 10% of the preceding years' taxation of real and personal property may be appropriated. This fund is intended for purchasing capital items, which the town would otherwise borrow for.

The balances of the Town's Stabilization Funds are as follows:

General Fund Stabilization	\$1,818,100.00
Water Enterprise Fund Stabilization	\$ 579,965.00
Sewer Enterprise Fund Stabilization	\$ 843,642.00
Community Enhancement Stabilization	\$ 39,525.00

The amounts of "Free Cash" and "Retained Earnings" as certified by Director of Accounts are as follows:

General Fund – Free Cash	\$1,693,596.00
Water Enterprise Fund – Retained Earnings	\$ 166,248.00
Sewer Enterprise Fund – Retained Earnings	\$ 375,048.00

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ARTICLE: 1 TOWN REPORT ACCEPTANCE

To hear and act upon the reports of Town Officers and Committees.

To do or act thereon.

SPONSORED BY: Board of Selectmen
APPROPRIATION: None
FINCOM RECOMMENDATION: Recommends

Comments:

ARTICLE: 2 OBSOLETE EQUIPMENT, MATERIAL

To see if the town will vote to authorize the Board of Selectmen to dispose of surplus and/or obsolete equipment or materials, as authorized by M.G.L. c. 30B, Uniform Procurement Act, as amended from time to time.

To do or act thereon.

SPONSORED BY: Board of Selectmen
APPROPRIATION: None
FINCOM RECOMMENDATION: Recommends

Comments:

ARTICLE: 3 AUTHORIZE REVOLVING FUNDS Chapter 44, section 53E1/2

To see if the Town will vote to authorize the following revolving funds for certain town departments in accordance with M.G.L. c.44, § 53E ½ for Fiscal Year 2015.

Revolving Fund	**Authorized Department to Spend	Revenue Source	Use of Fund	FY2015 Spending Limit
Conserv Comm - Wetlands Bylaw Consultant Fees	Municipal Services	Fees for Wetlands Bylaw Consultants	Expenses & PT Wages Related to Administering the Consultant Fee Provision of the Wetlands Bylaw	\$ 15,000.00
Planning Board - Site Plan Review	Municipal Services	Site Plan Review, Special Permit & Subdivision Application Fees	Expenses & PT Wages Related to Site Plan Review, Special Permit, Subdivision Applications and Zoning Bylaw & Subdivision Regulation Revisions	\$ 25,000.00
Disposal - Drop Off Center	Department of Public Works	Household Hazardous Products, Yard Waste, Tires & Electronic Disposal Fees	Expenses & PT Wages Related to the Disposal of Household Hazardous Products, Yard Waste, Tires & Electronics	\$ 12,000.00

Board of Health - Licensing Fees	Municipal Services	Town of Maynard Food Establishment Inspection Fees Over \$10 (First \$10 Goes to GF)	Expenses & PT Wages Related to Food Establishment Inspections in Maynard	\$ 15,000.00
Council on Aging - COA Van Service	Council on Aging	Fees for the COA Van Service	COA Operational Expenses & PT Wages	\$ 10,000.00
Sealer of Weights & Measures	Municipal Services	Fees for Sealer of Weights & Measures Services	Sealer of Weights & Measures PT Wages & Expenses	\$ 5,000.00
Electrical/Wiring Inspection Services	Fire Department	Fee Amount Over \$15 for Wiring Inspector Services (First \$15 Goes to GF)	Wiring Inspector's PT Wages	\$ 30,000.00
Plumbing & Gas Inspection Services	Municipal Services	Fee Amount Over \$15 for Plumbing & Gas Inspector Services (First \$15 Goes to GF)	Plumbing & Gas Inspector's PT Wages and Allowable Expenses	\$ 30,000.00
			TOTAL OF ALL REVOLVING FUNDS	\$142,000.00
	**Single Department Authorization May Not Exceed 1% of Tax Levy		LIMIT 10% OF FY14 TAX LEVY \$24,003,355	\$2,400,355.00
			1% LIMIT - AUTHORIZED TO SPEND**	\$240,036.00

To do or act thereon.

SPONSORED BY: Board of Selectmen
 APPROPRIATION: None
 FINCOM RECOMMENDATION: Recommends

Comments:

ARTICLE: 4 FISCAL YEAR 2015 SALARY ADMINISTRATION PLAN

To see if the Town, under the authority of M.G.L. c. 41 § 108A, will vote to amend the Maynard Salary Administration Plan by replacing the document in its entirety with the document attached as Appendix A hereto.

To do or act thereon.

SPONSORED BY: Board of Selectmen
 APPROPRIATION: None
 FINCOM RECOMMENDATION: At Town Meeting

Comments: **See Attachment: Appendix "A"**

ARTICLE: 5 TOWN GENERAL FUND BUDGET FISCAL YEAR 2015

To see if the town will vote to raise and appropriate from taxation, transfer from available funds or otherwise provide to meet the salaries and wages of Town Officers and Employees, expense, and outlays of the Town Departments, and other sundry and miscellaneous, but regular, expenditures necessary for the operation of the Town for Fiscal Year 2015 (July 1, 2014 – June 30, 2015) and further, to accept and expend Federal and State Funds to offset certain salaries or expenses or outlays.

General Government	\$ 2,413,416.00
Public Safety	\$ 4,517,304.00
Education – Maynard	\$15,500,897.00
Education – Assabet	\$ 743,110.00
Public Works	\$ 1,655,800.00
Culture and Recreation	\$ 532,348.00
Debt Service	\$ 4,055,488.00
Employee Benefits	\$ 6,737,686.00

Total General Fund Expenses \$36,156,049.00

To do or act thereon.

SPONSORED BY: Board of Selectmen
APPROPRIATION: \$36,156,049.00
FINCOM RECOMMENDATION: At Town Meeting

Comments: **See Attachment: Appendix “B”.** The Appendix information is only a guide and is non-binding except as to the single raise and appropriation vote of \$36,156,049.

ARTICLE: 6 SEWER ENTERPRISE FUND BUDGET FISCAL YEAR 2015

To see if the town will vote to recommend that the following sums be appropriated to operate the Sewer Enterprise Fund, in accordance with the provisions of M.G.L. c. 44 § 53F ½. Such sums of money as may be necessary, together with revenue from the Sewer Enterprise Fund operations, to defray the expenses for Fiscal Year 2015 (July 1, 2014 – June 30, 2015).

TOTAL REVENUES \$2,563,401.00

EXPENSES - DIRECT

Sewer - Salaries	\$ 126,000.00
Sewer - Expense	\$ 108,955.00
Sewer - Short Term Interest	\$ 3,375.00
Sewer - Long Term Debt Principal	\$ 604,129.00
Sewer - Long Term Debt Interest	\$ 247,774.00
Sewer - WWTP Expense	\$1,001,000.00
TOTAL EXPENSES - DIRECT	\$2,091,233.00

EXPENSES - INDIRECT

Insurance - Health/Life/Unemp	\$ 92,780.00
Retirement	\$ 62,503.00

Shared Employee Costs	\$ 316,885.00
TOTAL EXPENSES – INDIRECT	\$ 472,168.00
TOTAL FY14 BUDGET	\$2,563,401.00

To do or act thereon.

SPONSORED BY:	Board of Selectmen
APPROPRIATION:	\$2,091,233.00
FINCOM RECOMMENDATION:	At Town Meeting

Comments:

ARTICLE: 7 WATER ENTERPRISE FUND BUDGET FISCAL YEAR 2015

To see if the town will vote to recommend that the following sums be appropriated to operate the Water Enterprise Fund, in accordance with provisions of M.G.L. c. 44 §53F ½ such sums of money as may be necessary, together with revenue from Water Enterprise Fund operations, to defray the expenses for FY2015 (July 1, 2014 – June 30, 2015).

TOTAL REVENUES	\$1,644,260.00
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EXPENSES - DIRECT

Water - Salaries	\$ 216,000.00
Water - Expense	\$ 503,300.00
Water - Long Term Debt Principal	\$ 555,496.00
Water - Long Term Debt Interest	\$ 115,424.00
TOTAL EXPENSES - DIRECT	\$1,390,220.00

EXPENSES - INDIRECT

Insurance - Health/Life/ Unemp	\$ 59,106.00
Retirement	\$ 39,818.00
Shared Employee Costs	\$ 155,116.00
TOTAL EXPENSES – INDIRECT	\$ 254,040.00

TOTAL FY2015 BUDGET	\$ 1,644,260.00
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To do or act thereon.

SPONSORED BY:	Board of Selectmen
APPROPRIATION:	\$1,644,260.00
FINCOM RECOMMENDATION:	At Town Meeting

ARTICLE: 8 FINANCE COMMITTEE RESERVE FUND

To see if the town will vote to raise and appropriate from taxation the sum of \$300,000.00 to be placed in a Reserve Fund as provided by M.G.L. c.40 § 6 to provide for any extraordinary or unforeseen expenditures of the various Town Departments under the authority of the Finance Committee.

To do or act thereon.

SPONSORED BY: Finance Committee
APPROPRIATION: \$300,000.00
FINCOM RECOMMENDATION: Recommends

Comments:

ARTICLE: 9 COMMUNITY PRESERVATION FUND BUDGET FISCAL YEAR 2015

To see if the Town will vote to appropriate or reserve from FY2015 Community Preservation Fund revenues in the amounts recommended by the Community Preservation Committee (CPC), with each item to be considered a separate appropriation:

Appropriations:

Administrative & Operating Expenses	\$10,000.00
Long Term Debt. Principal	\$85,000.00
Long Term Debt. Interest	\$39,700.00

Reserves:

Historic Preservation Reserve	\$26,250.00
Open Space Reserve	\$26,250.00
Community Housing Reserve	\$26,250.00
Budgeted Reserve	\$48,906.00

Total FY2015 Budget \$262,356.00

To do or act thereon:

SPONSORED BY: Community Preservation Committee
APPROPRIATION: \$262,356.00
FINCOM RECOMMENDATION: At Town Meeting

Comments:

ARTICLE: 10 AMEND BY-LAW FLOOD PLAIN DISTRICT

To see if the Town will vote to amend Section 9.1.1 Location, within Section 9.1 FLOOD PLAIN DISTRICT, by amending the references to the FIRM flood plain map panels numbers and date and the FIS report date with the updated map panel numbers and date and report date and amend Section 9.1.4, Development Regulations, subsection 1, to delete an outdated reference to the Flood Resistant Construction Regulations now relocated in the 8th edition of the Massachusetts Building Code. **Changes are in bold and ~~strike through~~ represents deletion.**

Section 9.1.1 (Location). The Flood Plain District includes all special flood hazard areas within the Town of Maynard designated as Zone A and AE on the Middlesex County Flood Insurance Rate Maps (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex

County FIRM that are wholly or partially within the Town of Maynard are panel numbers 25017C0353EF, 25017C0354EF, 25017C0358EF, 25017C0361EF, 25017C0362EF, 25017C0366EF, 25017C0363EF, and 25017C0364EF dated ~~June 4, 2010~~ **July 7, 2014**. The exact boundaries of the district may be defined by the 100-year base flood elevations as shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated ~~June 4, 2010~~ **July 7, 2014**. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, and Building Commissioner.

9.1.4 Development Regulations. All development in the district, including structural and nonstructural activities, whether permitted by right or by Special Permit must be in compliance with Chapter 131, Section 40 of the Massachusetts General Laws and with the following. Any variances from the provisions and requirements of these referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

1. Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas (currently 780 CMR). ~~120.G, Flood Resistant Construction and Construction of Coastal Dunes)~~

To do or act thereon.

SPONSORED BY: Planning Board
APPROPRIATION: None
FINCOM RECOMMENDATION: Recommends

Comments: **Planning Board Explanation:** The Federal Emergency Management Agency (FEMA) has updated the Flood Insurance Rate Map (FIRM, also commonly referred to as the flood plain maps) for Massachusetts counties, including Middlesex County, in which Maynard lies. The new FIRMs are scheduled to go into effect on July 7, 2014. This article adopts the updated FIRM panels for Maynard's Flood Plain District Zoning Bylaw together with the new Flood Insurance Study (FIS) for Middlesex County so far as applicable to Maynard. Failure to adopt the new FIRM and FIS into the Maynard Zoning Bylaw will result in the loss of flood insurance for Maynard property owners.

The last part of the article updates a Massachusetts Building Code reference to reflect changes in the most recent (8th) edition of the building code.

ARTICLE: 11 OPTIONAL ADDITIONAL EXEMPTIONS

To see if the town will vote, in accordance with M.G.L. c. 59 §5, to set the exemption for clause 17D Elderly, Surviving Spouses, Minor whose father is deceased; clause 22 Veterans and surviving spouses; clause 22E 100% Disabled Veterans and surviving spouses; clause 37A Legally Blind, at 100% of the allowable personal exemption amount for Fiscal Year 2015.

To do or act thereon.

SPONSORED BY: Board of Assessors
APPROPRIATION: None
FINCOM RECOMMENDATION: Recommends

Comments: **Assessors Comments:** This increase was approved for Fiscal Year 2009 through 2014. This option is an annual decision and must be approved by Town Meeting. The decision to grant the additional exemption must be made before the approval of the tax rate for the year.

ARTICLE: 12 MUNICIPAL PERMITTING REVOLVING FUND

To see if the Town will vote to establish and authorize the use of a revolving fund account pursuant to the provisions of M. G. L.c. 44, § 53E ½ as amended, known as the Municipal Permitting Revolving Fund, for the purpose, of providing services in support of permit processing for fiscal year ending June 30, 2015 and that the Director of the Office of Municipal Services shall have the authority without further appropriation to spend as herein authorized and to fund said account fees collected from the Office of Municipal Services and provided further, that expenditures in fiscal year 2015 shall not exceed receipts into the fund and in any case shall not exceed **\$20,000** and that funds remaining in the account at the end of the fiscal year be carried over into the ensuing fiscal year to pay for expenses not yet completed but for which work has been undertaken. Funds expended for these purposes may be used independently or in conjunction with other public or private funds provided for these same purposes.

To do or act thereon.

SPONSORED BY: Board of Selectmen
APPROPRIATION: \$20,000.00
FINCOM RECOMMENDATION: At Town Meeting

Comments: Board of Selectmen, the Fund shall be known as the Municipal Permitting Revolving Fund, and shall be authorized for a maximum of \$20,000 to be collected in fees and expended under the authority of the Office of Municipal Services to provide services in support of permit processing for the period ending June 30, 2015 and that monies remaining in the fund at the end of the fiscal year be carried over into the ensuing fiscal year to pay for expenses not yet completed but for which work has been undertaken;

ARTICLE: 13 CHARTER: OMNIBUS CHANGES

To see if the Town will adopt the typographical error corrections and grammatical corrections throughout the Town of Maynard Charter as set forth in the Draft Charter dated November 8, 2013 and finally recommended by the Charter Review Committee dated March 26, 2014 and which is on file with the Town Clerk, to do or act thereon.

To do or act thereon.

SPONSORED BY: Charter Review Committee
APPROPRIATION: None
FINCOM RECOMMENDATION: At Town Meeting

Comments: **See Attachment: Appendix “C” which shall be deemed a part of this Article.**

SPONSORED BY: Charter Review Committee
APPROPRIATION: None
FINCOM RECOMMENDATION: At Town Meeting

Comments: **See Attachment: Appendix “C” which shall be deemed a part of this Article.**

ARTICLE: 17 CHARTER: ARTICLE 4, TOWN ADMINISTRATOR

To see if the Town will adopt the changes to Article 4, Town Administrator, of the Town of Maynard Charter which clarifies and adds flexibility to the length of term the Board of Selectmen may appoint an Administrator by making it permissive to appoint an Administrator for up to three years, clarifies that said appointment shall be subject to a mutually agreeable contract, provides for removal of the Administrator without cause by a unanimous vote of the Board of Selectmen and sets forth an explicit process for renewal or non-renewal of the Administrator’s contract. Further, the changes remove the provision which exempted employees of the school department and library department from collective bargaining control of the Administrator since those employees are, by a matter of statute, already NOT under the negotiating authority of the Administrator. A clarification was made with regards to the Administrator needing authorization to appoint a subordinate to perform certain Administrator functions. Finally, the changes include greater definition in the composition of a hiring committee for a Town Administrator, as set forth in the Draft Charter dated November 8, 2013 and finally recommended by the Charter Review Committee dated March 26, 2014 and which is on file with the Town Clerk, to do or act thereon.

To do or act thereon.

SPONSORED BY: Charter Review Committee
APPROPRIATION: None
FINCOM RECOMMENDATION: At Town Meeting

Comments: **See Attachment: Appendix “C” which shall be deemed a part of this Article.**

ARTICLE: 18 CHARTER: ARTICLE 5, ADMINISTRATIVE ORGANIZATION

To see if the Town will adopt changes to Article 5, Administrative Organization of the Town of Maynard Charter which allows the Town Administrator to present a reorganization plan of the employees, staffing and management of the Town to the Board of Selectmen for approval. Any such reorganization would be done in accordance with this Charter. The changes further provide that in the event there is an interim department head or chief, the power of approving appointments of such department(s) staff is the responsibility of the Town Administrator. The Board of Selectmen appointments were made current by adding the Tree Warden(s), Assistant Town Administrator, Town Planner and Community Preservation Committee. The Council on Aging membership was lowered to seven members as was the Cultural Council. Similarly, the Town Administrator appointments list was updated by adding the Facility Manager and changing the name of the Building Inspector to Building Commissioner/Zoning Code Enforcement Officer. These lists were coordinated with the organizational chart as well. Definitions were added for Conservation Agent, Chief Assessor, Director of the Board of Health, Council on Aging Director and Town Planner with clarity added as to the hiring process and the entity responsible for policy direction versus day to day management over the appointments, as set

forth in the Draft Charter dated November 8, 2013 and finally recommended by the Charter Review Committee dated March 26, 2014 and which is on file with the Town Clerk, to do or act thereon.

To do or act thereon.

SPONSORED BY: Charter Review Committee
APPROPRIATION: None
FINCOM RECOMMENDATION: At Town Meeting

Comments: **See Attachment: Appendix “C” which shall be deemed a part of this Article.**

ARTICLE: 19 CHARTER: ARTICLE 6, FINANCE AND FISCAL PROCEDURES

To see if the Town will adopt changes to Article 6, Finance and Fiscal Procedures, of the Town of Maynard Charter, which re-titles what was the “Financial Plan” and redefines what it means and includes a different time frame for presenting same to the Finance Committee. The changes include a requirement that the Town Administrator send the policy statement to all town agencies and officers. Further, the changes provide that the Town Administrator, Finance Committee and Board of Selectmen will work cooperatively and develop a schedule each year for the budget process. There are changes proposed on the budget review process which aligns said process with the actual reports and schedule of the Commonwealth of Massachusetts Department of Revenue. The change also requires posting the budget on the Town website. Finally there are changes which provide for an affirmative obligation on the Treasurer/Collector to seek all legal means to collect taxes, as set forth in the Draft Charter dated November 8, 2013 and finally recommended by the Charter Review Committee dated March 26, 2014 and which is on file with the Town Clerk, to do or act thereon.

To do or act thereon.

SPONSORED BY: Charter Review Committee
APPROPRIATION: None
FINCOM RECOMMENDATION: At Town Meeting

Comments: **See Attachment: Appendix “C” which shall be deemed a part of this Article.**

ARTICLE: 20 CHARTER: ARTICLE 7, GENERAL PROVISIONS

To see if the Town will adopt changes to Article 7, General Provisions, of the Town of Maynard Charter, which clarifies certain definitions and reorders others, namely that citizen petition articles for Town Meetings must have signature certified by the Town Clerk, reorders, Public Notification, clarifies the definition of Town Officer and Town Official, changes the removal and suspension provision for appointed officials and employees to make said provisions consistent with Massachusetts General Laws, remove the definition of Quorum to allow same to be interpreted under the Massachusetts General Laws, and changes the process by which to notify the Town of vacancies on boards and commissions and for employment with the Town by requiring the Town Clerk to post same and advertise said openings in a newspaper. Finally, adds provisions to the section on loss of office due to excessive absence in order to bring the provision into compliance with the Massachusetts General Laws, and requires said members and

employees to comply with state and federal licensing and certification requirements, as set forth in the Draft Charter dated November 8, 2013 and finally recommended by the Charter Review Committee dated March 26, 2014 and which is on file with the Town Clerk, to do or act thereon.

To do or act thereon.

SPONSORED BY: Charter Review Committee
APPROPRIATION: None
FINCOM RECOMMENDATION: At Town Meeting

Comments: **See Attachment: Appendix "C" which shall be deemed a part of this Article.**

ARTICLE: 21 REVOKE CHAPTER 31 OF THE ACTS OF 1917, CIVIL SERVICE

To see if the Town will vote to petition the General Court to pass AN ACT EXEMPTING THE POSITIONS OF PATROLMAN, SEARGENT AND LIEUTENANT IN THE TOWN OF MAYNARD POLICE DEPARTMENT FROM THE PROVISIONS OF THE CIVIL SERVICE LAW

Section 1: The positions of patrolman, sergeant and lieutenant in the Town of Maynard Police Department shall be exempt from the provisions of Chapter 31 of the General Laws and related regulations applicable thereto.

Section 2: The provisions of Section 1 of this act shall not impair the civil service status of the present employees of the Town of Maynard Police Department except for the purpose of promotion.

Section 3: This act shall take effect upon its passage.

Section 4: The General Court may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition;

To do or act thereon.

SPONSORED BY: Board of Selectmen
APPROPRIATION: None
FINCOM RECOMMENDATION: At Town Meeting

Comments:

ARTICLE: 22 VENDOR CONTRACT, INFORMATION TECHNOLOGY

To see if the town will vote to authorize the Town Administrator, with the approval of the Board of Selectmen, to enter into a contract with the most appropriate vendor in respect to Information Technology Services, through an equitable and fair process, for more than three (3) years but not greater than ten (10) years.

To do or act thereon.

SPONSORED BY: Board of Selectmen

APPROPRIATION: None
FINCOM RECOMMENDATION: At Town Meeting

Comments:

ARTICLE: 23 VENDOR CONTRACT, EMERGENCY NOTIFICATION SERVICES

To see if the town will vote to authorize the Town Administrator, with the approval of the Board of Selectmen, to enter into a contract with the most appropriate vendor in respect to emergency notification services through an equitable and fair process for more than three (3) years but not greater than ten (10) years.

To do or act thereon.

SPONSORED BY: Board of Selectmen
APPROPRIATION: None
FINCOM RECOMMENDATION: At Town Meeting

Comments:

Given under our hands this *15th* day of April in the year of Two Thousand and Fourteen.



Brendon Chetwynd, Selectman



David Gavin, Selectman



Dawn Capello, Selectman



William Cranshaw, Selectman

A true copy, Attest  Constable of Maynard.
Michael Albanese

APPENDIX A
TOWN OF MAYNARD
SALARY ADMINISTRATION PLAN

The following is a revision to the Salary Administration Plan (SAP) most recently revised by Town Meeting vote in May 2012. This revision corrects typographical errors and more closely aligns wages and benefits with Town employee Collective Bargaining Agreements. The purpose of maintaining the SAP is to provide the Town flexibility in hiring for positions that due to their unique responsibilities cannot be accommodated in existing Collective Bargaining Agreements.

Salary Administration Plan
Town of Maynard

This plan shall become effective on **July 1, 2014.**

Section 1: **Titles of Positions**

The existing job titles are articulated in this plan or the annual budget will not be added to without the recommendation of the Town Administrator and approved by the Board of Selectmen. Any such addition during the fiscal year must have sufficient funding sources. Any said position must be within the compensation ranges stated in Appendix A of this plan.

Section 2: **Job Descriptions**

The Town Administrator shall review job descriptions and make recommendations to the Board of Selectmen as to any improvements. These descriptions or reviews shall not affect the power of any administrative authority to reasonably appoint, assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

Section 3: **Work Schedule**

The normal work schedule may be unique to each position hired under the Salary Admin Plan. Some hires will be seasonal, or work evening or weekend hours, others will be working traditional 'business hours' as appropriate to the position. Actual schedules will be determined by the supervisor of the employee in consultation with the Town Administrator. There will be no reduction of service to the public under this clause.

Section 4: **Salary Schedule**

The Salary Schedule of the Salary Admin Plan, set forth in Appendix A of this by-law shall consist of the minimum and maximum hourly rates and annual salaries, as applicable. The minimum and maximum rate ranges and annual salaries will be set annually. Any change must be submitted as part of the budget process for the subsequent fiscal year by the Department Head to the Town Administrator. There will be no retroactive pay under this plan.

Section 5: **New Personnel**

The hiring rate shall be no greater than allowed by Appendix A. All offers of employment must be reviewed and approved by the Town Administrator. All new hires are subjected to a ninety (90) day probationary period which may be extended for up to an additional ninety (90) days if directed by the Town Administrator. Accrued time off benefits may not be used during the probationary period. Any employee who is not retained after said probationary period will not be entitled to any additional benefits other than those required by law.

Section 6: Departmental Budgets

Each Department Head shall include in the annual budget a pay adjustment in consultation with the budget advice and approval of the Town Administrator. No adjustment shall be effective or paid unless, sufficient funds are made available. No salary or wage adjustments will be made during the fiscal year except under extenuating circumstances. In such cases, and with the approval of the Town Administrator and the Board of Selectmen, an exception may be made to the previous clause.

Section 7: Benefits

A. Definitions

1. Full-time- Employees in the Salary Admin Plan will work 35-40 hours per week as defined by their job work schedule.
2. Part-time- Employees work less than thirty five (35) hours per week as an annual average.
3. Annual paid positions work a schedule as prescribed by their job description and are paid on an annual basis. These employees are not entitled to any benefits.
4. Temporary Employees work occasionally, on call or as needed on a non-continuing basis. They will not be employed for more than twelve (12) weeks consecutively, nor more than 1000 hours annually. These employees must be denoted and considered as seasonal and or occasional employee and are not entitled to any benefits or compensation upon end of term.

B. Holidays with Pay

All Full-Time employees shall receive credit for scheduled hours at straight time pay for the holidays listed in this section. Permanent part-time employees receive credit for the value of hours on a prorated basis (based on a 40 hour work week). For example, a 20 hour per week employee will receive forty-six (46) hours of time off compensation for Town recognized holidays. (20 hours per week is half of 40 hours and 46 is half of the 92 hours of annual time scheduled for Town recognized holidays). Holidays occurring on Saturday are observed on the previous Friday and Sunday holidays are observed on the following Monday. The holidays recognized by the Town of Maynard for the purposes of this agreement are: New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving and Christmas Day.

Salary Administration Plan employees will be paid if Town Hall is closed due to weather or other emergencies, if they were scheduled to work on the day and time period of the closing.

C. Vacations with Pay

1. 80 hours of vacation with pay shall be granted to all full-time employees upon hire, pro-rated from date of hire through June 30th. Thereafter, all vacation will be granted on July 1st and must be taken by the subsequent

June 30. No time will be carried over without authorization from the Town Administrator.

2. 120 hours of vacation with pay shall be granted to all full-time employees on July 1st of the year in which the employee will reach their fifth anniversary with the Town.
3. 160 hours of vacation with pay shall be granted to all full-time employees on July 1st of the year in which the employee will reach their tenth anniversary with the Town.
4. Permanent, part-time, employees will receive vacation pay pro-rated based on the number of hour's scheduled each work week as an annual average (see section 7B for more details). Years of service are credited in full, regardless of number of hours worked.
5. All vacation under this clause must be approved by the department manager and the Town Administrator. Vacations shall be granted by the Department Heads at such time as, in their opinion, will cause the least interference with the performance of the regular work of the departments within reason. Vacations must be taken in the fiscal year in which they are due, and shall not accumulate from year to year. So far as practicable, first choice of vacation dates shall be granted to employees based on their length of employment with the Town.

D. Sick Leave

1. Sick leave is a privilege, not a right and shall be payable only in cases of bona-fide illness or non-work connected accident.
2. All full-time and permanent part-time employees shall accumulate sick leave at the rate of 80 hours per year, pro-rated for part-time schedules.
3. Employees who are absent because of sickness shall be required to notify a supervisor immediately during first day of absence. An employee out sick for more than three working days may be required to bring a letter from a healthcare professional verifying their condition that is acceptable to the Town Administrator and will be placed in the employee's personnel file. The Town reserves the right to ask for an examination by a medically qualified third party to determine suitability to return to work.
4. Upon retirement an employee shall be paid for up to 30 days of unused sick time. Any employee hired on or after July 1, 2014 may accumulate sick time from year to year but there is no buy-back of sick time permitted under the Salary Admin Plan.
5. Sick time may accumulate from year to year but there is no buy-back of sick time permitted under the Salary Admin Plan.

E. Leaves of Absence

An unpaid leave may be granted an employee for a reasonable period of time with approval of the Board of Selectmen by recommendation of the Town Administrator.

F. Insurance Benefits

As permitted under Chapter 32B General Laws of the Commonwealth of Massachusetts.

G. Retirement Benefits

As Permitted under the Contributory Retirement Law.

H. Unscheduled Additional Time

Overtime must have prior approval by the Town Administrator. Overtime is considered greater than forty hours. After forty hours in a week, employees covered by this plan will receive their hourly rate and one half of the rate for each hour worked or part of an hour worked unless they are considered a salaried employee. Any salaried employee working more than 40 hours in a week may request an adjustment of their schedule for the subsequent week. This request will be accommodated whenever possible and appropriate.

Salary Administration Plan - Appendix A - Salary Table

Full-Time Employees	\$16.50 to \$32.00 per hour
Part-time employees (but not less than the Massachusetts Minimum Wage.)	\$ 8.50 to \$32.00 per hour
P.T. Specialized Employees (i.e. certified, licensed)	\$20.00 to \$39.00 per hour
Veteran’s Agent	\$9,500.00 annually
Inspector of Animals	\$105.00 annually
Registrar of Voters	\$105.00 annually
Clerk, Registrar of Voters	\$515.00 annually
Moderator	\$75.00 annually

APPENDIX B
TOWN OF MAYNARD
FY2015 BUDGET – GENERAL FUND

SALARIES

General Government	\$ 1,285,663	\$ 1,289,531	\$ 3,868	0.30%
Public Safety	\$ 4,003,888	\$ 4,070,546	\$ 66,658	1.66%
Public Works	\$ 593,300	\$ 611,800	\$ 18,500	3.12%
Cultural & Recreation	\$ 395,616	\$ 401,740	\$ 6,124	1.55%
Education	\$ 12,199,018	\$ 12,833,822	\$ 634,804	5.20%
Employee Benefits	\$ -	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	\$ -	0.00%
Reserve Fund	\$ -	\$ -	\$ -	0.00%
TOTAL SALARIES	\$ 18,477,485	\$ 19,207,439	\$ 729,954	3.95%

OTHER EXPENSES

General Government	\$ 1,046,715	\$ 1,123,885	\$ 77,170	7.37%
Public Safety	\$ 359,798	\$ 446,758	\$ 86,960	24.17%
Public Works	\$ 946,310	\$ 1,044,000	\$ 97,690	10.32%
Cultural & Recreation	\$ 123,979	\$ 130,608	\$ 6,629	5.35%
Education	\$ 3,426,622	\$ 3,410,185	\$ (16,437)	-0.48%
Employee Benefits	\$ 6,443,094	\$ 6,737,686	\$ 294,592	4.57%
Debt Service	\$ 4,137,822	\$ 4,055,488	\$ (82,334)	-1.99%
Reserve Fund	\$ 300,000	\$ 300,000	\$ -	0.00%
TOTAL OTHER EXPENSES	\$ 16,784,340	\$ 17,248,610	\$ 464,270	2.77%

TOTAL EXPENSES

General Government	\$ 2,332,378	\$ 2,413,416	\$ 81,038	3.47%
Public Safety	\$ 4,363,686	\$ 4,517,304	\$ 153,618	3.52%
Public Works	\$ 1,539,610	\$ 1,655,800	\$ 116,190	7.55%
Cultural & Recreation	\$ 519,595	\$ 532,348	\$ 12,753	2.45%
Education	\$ 15,625,640	\$ 16,244,007	\$ 618,367	3.96%
Employee Benefits	\$ 6,443,094	\$ 6,737,686	\$ 294,592	4.57%
Debt Service	\$ 4,137,822	\$ 4,055,488	\$ (82,334)	-1.99%
Reserve Fund	\$ 300,000	\$ 300,000	\$ -	0.00%
TOTAL EXPENSES MAYNARD	\$ 35,261,825	\$ 36,456,049	\$ 1,194,224	3.39%

Budget Prior to Reserve Fund Calculation	\$ 34,961,825	\$ 36,156,049	\$ 1,194,224	3.42%
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APPENDIX B
TOWN OF MAYNARD
FY2015 BUDGET – GENERAL FUND

ACCOUNT NAME	<u>FY2014</u> <u>BUDGET</u>	<u>FY2015</u> <u>BUDGET</u>	<u>Budget</u> <u>FY15 VS</u> <u>FY14</u>	<u>% Change</u> <u>FY15 VS</u> <u>FY14</u>
114 Total Salaries - Moderator	\$ -	\$ -	\$ -	0.00%
114 Total Other Expenses - Moderator	\$ 75	\$ 75	\$ -	0.00%
114 Total Moderator Expenses	<u>\$ 75</u>	<u>\$ 75</u>	<u>\$ -</u>	<u>0.00%</u>
122 Total Salaries - Selectman	\$ 61,424	\$ 62,350	\$ 926	1.51%
122 Total Other Expenses - Selectman	\$ 70,700	\$ 66,700	\$ (4,000)	-5.66%
122 Total Selectman Expenses	<u>\$ 132,124</u>	<u>\$ 129,050</u>	<u>\$ (3,074)</u>	<u>-2.33%</u>
129 Total Salaries - Town Administrator	\$ 221,500	\$ 204,000	\$ (17,500)	-7.90%
129 Total Other Expenses- Town Administrator	\$ 7,500	\$ 13,500	\$ 6,000	80.00%
129 Total Expenses - Town Administrator	<u>\$ 229,000</u>	<u>\$ 217,500</u>	<u>\$ (11,500)</u>	<u>-5.02%</u>
131 Total Salaries - Finance Committee	\$ -	\$ -	\$ -	0.00%
131 Total Other Expenses- Finance Committee	\$ 700	\$ 500	\$ (200)	-28.57%
131 Total Expenses - Finance Committee	<u>\$ 700</u>	<u>\$ 500</u>	<u>\$ (200)</u>	<u>-28.57%</u>
135 Total Salaries - Accountant	\$ 121,283	\$ 125,380	\$ 4,097	3.38%
135 Total Other Expenses- Accountant	\$ 5,050	\$ 5,400	\$ 350	6.93%
135 Total Expenses - Accountant	<u>\$ 126,333</u>	<u>\$ 130,780</u>	<u>\$ 4,447</u>	<u>3.52%</u>
141 Total Salaries - Assessor	\$ 137,260	\$ 134,260	\$ (3,000)	-2.19%
141 Total Other Expenses-Assessor	\$ 28,520	\$ 28,770	\$ 250	0.88%
141 Total Expenses - Assessor	<u>\$ 165,780</u>	<u>\$ 163,030</u>	<u>\$ (2,750)</u>	<u>-1.66%</u>
145 Total Salaries - Treasurer	\$ 183,360	\$ 184,360	\$ 1,000	0.55%
145 Total Other Expenses-Treasurer	\$ 32,260	\$ 37,350	\$ 5,090	15.78%
145 Total Expenses - Treasurer	<u>\$ 215,620</u>	<u>\$ 221,710</u>	<u>\$ 6,090</u>	<u>2.82%</u>
151 Total Salaries - Legal	\$ -	\$ -	\$ -	0.00%
151 Total Other Expenses-Legal	\$ 94,000	\$ 102,000	\$ 8,000	8.51%
151 Total Expenses - Legal	<u>\$ 94,000</u>	<u>\$ 102,000</u>	<u>\$ 8,000</u>	<u>8.51%</u>
155 Total Salaries - Data Processing	\$ -	\$ -	\$ -	0.00%
155 Total Other - Data Processing	\$ 298,000	\$ 309,005	\$ 11,005	3.69%
155 Total Expenses - Data Processing	<u>\$ 298,000</u>	<u>\$ 309,005</u>	<u>\$ 11,005</u>	<u>3.69%</u>
158 Total Salaries - Tax Title	\$ -	\$ -	\$ -	0.00%
158 Total Other - Tax Title	\$ 14,500	\$ 12,500	\$ (2,000)	-13.79%
158 Total Expenses - Tax Title	<u>\$ 14,500</u>	<u>\$ 12,500</u>	<u>\$ (2,000)</u>	<u>-13.79%</u>
161 Total Salaries - Town Clerk	\$ 94,820	\$ 94,320	\$ (500)	-0.53%
161 Total Other Expenses-Town Clerk	\$ 1,780	\$ 2,480	\$ 700	39.33%
161 Total Expenses - Town Clerk	<u>\$ 96,600</u>	<u>\$ 96,800</u>	<u>\$ 200</u>	<u>0.21%</u>
162 Total Salaries - Elect & Regist	\$ 500	\$ 935	\$ 435	87.00%
162 Total Other Elect & Regist	\$ 2,850	\$ 2,850	\$ -	0.00%
162 Total Expenses - Elect & Regist	<u>\$ 3,350</u>	<u>\$ 3,785</u>	<u>\$ 435</u>	<u>12.99%</u>
163 Total Salaries - Election	\$ -	\$ 15,000	\$ 15,000	0.00%
163 Total Other - Election	\$ 14,500	\$ 12,000	\$ (2,500)	-17.24%
163 Total Expenses - Election	<u>\$ 14,500</u>	<u>\$ 27,000</u>	<u>\$ 12,500</u>	<u>86.21%</u>

APPENDIX B
TOWN OF MAYNARD
FY2015 BUDGET – GENERAL FUND

192	Total Salaries - Public Property	\$ 124,701	\$ 125,781	\$ 1,080	0.87%
192	Total Other - Public Property	\$ 88,400	\$ 103,000	\$ 14,600	16.52%
192	Total Expenses - Public Property	\$ 213,101	\$ 228,781	\$ 15,680	7.36%
195	Total Salaries - Town Reports Printing	\$ -	\$ -	\$ -	0.00%
195	Total Other - Town Reports Printing	\$ 2,000	\$ 2,000	\$ -	0.00%
195	Total Expenses - Town Reports Printing	\$ 2,000	\$ 2,000	\$ -	0.00%
500	Total Salaries - Municipal Services	\$ 252,815	\$ 254,155	\$ 1,340	0.53%
500	Total Other - Municipal Services	\$ 45,900	\$ 52,200	\$ 6,300	13.73%
500	Total Expenses - Municipal Services	\$ 298,715	\$ 306,355	\$ 7,640	2.56%
541	Total Salaries - Council on Aging	\$ 78,500	\$ 79,490	\$ 990	1.26%
541	Total Other - Council on Aging	\$ 1,520	\$ 1,555	\$ 35	2.30%
541	Total Expenses - Council on Aging	\$ 80,020	\$ 81,045	\$ 1,025	1.28%
543	Total Salaries - Veterans	\$ 9,500	\$ 9,500	\$ -	0.00%
543	Total Other - Veterans	\$ 57,000	\$ 57,000	\$ -	0.00%
543	Total Expenses - Veterans	\$ 66,500	\$ 66,500	\$ -	0.00%
945	Total Salaries - Liability Insurance Premiums	\$ -	\$ -	\$ -	0.00%
945	Total Other - Liability Insurance Premiums	\$ 236,460	\$ 270,000	\$ 33,540	14.18%
945	Total Expenses - Liability Insurance Premiums	\$ 236,460	\$ 270,000	\$ 33,540	14.18%
955	Total Salaries - Town Audit	\$ -	\$ -	\$ -	0.00%
955	Total Other - Town Audit	\$ 45,000	\$ 45,000	\$ -	0.00%
955	Total Expenses - Town Audit	\$ 45,000	\$ 45,000	\$ -	0.00%
	Total Salaries - General Government	\$ 1,285,663	\$ 1,289,531	\$ 3,868	0.30%
	Total Other - General Government	\$ 1,046,715	\$ 1,123,885	\$ 77,170	7.37%
	Total Expenses - General Government	\$ 2,332,378	\$ 2,413,416	\$ 81,038	3.47%
210	Total Salaries - Police	\$ 2,199,476	\$ 2,263,017	\$ 63,541	2.89%
210	Total Other - Police	\$ 225,133	\$ 289,033	\$ 63,900	28.38%
210	Total Expenses - Police	\$ 2,424,609	\$ 2,552,050	\$ 127,441	5.26%
220	Total Salaries - Fire	\$ 1,804,412	\$ 1,807,529	\$ 3,117	0.17%
220	Total Other - Fire	\$ 134,665	\$ 157,725	\$ 23,060	17.12%
220	Total Expenses - Fire	\$ 1,939,077	\$ 1,965,254	\$ 26,177	1.35%
	Total Salaries - Public Safety	\$ 4,003,888	\$ 4,070,546	\$ 66,658	1.66%
	Total Other - Public Safety	\$ 359,798	\$ 446,758	\$ 86,960	24.17%
	Total Expenses - Public Safety	\$ 4,363,686	\$ 4,517,304	\$ 153,618	3.52%
300	Total Salaries - Education	\$ 12,199,018	\$ 12,833,822	\$ 634,804	5.20%
300	Total Other - Education	\$ 2,583,600	\$ 2,667,075	\$ 83,475	3.23%
300	Total Expenses - Education	\$ 14,782,618	\$ 15,500,897	\$ 718,279	4.86%
310	Total Salaries - Assabet Valley Assessment	\$ -	\$ -	\$ -	0.00%
310	Total Other - Assabet Valley Assessment	\$ 843,022	\$ 743,110	\$ (99,912)	-11.85%
310	Total Expenses - Assabet Valley Assessment	\$ 843,022	\$ 743,110	\$ (99,912)	-11.85%
	Total Salaries - Education	\$ 12,199,018	\$ 12,833,822	\$ 634,804	5.20%
	Total Other - Education	\$ 3,426,622	\$ 3,410,185	\$ (16,437)	-0.48%
	Total Expenses - Education	\$ 15,625,640	\$ 16,244,007	\$ 618,367	3.96%

APPENDIX B
TOWN OF MAYNARD
FY2015 BUDGET – GENERAL FUND

294	Total Salaries - Forestry		\$ -	\$ -	0.00%
294	Total Other - Forestry	\$ 9,000	\$ 40,000	\$ 31,000	344.44%
294	Total Expenses - Forestry	\$ 9,000	\$ 40,000	\$ 31,000	344.44%
421	Total Salaries - DPW Administration	\$ 159,500	\$ 162,000	\$ 2,500	1.57%
421	Total Other - DPW Administration	\$ 68,850	\$ 90,500	\$ 21,650	31.45%
421	Total Expenses - DPW Administration	\$ 228,350	\$ 252,500	\$ 24,150	10.58%
422	Total Salaries - Construction and Maint	\$ 348,800	\$ 348,800	\$ -	0.00%
422	Total Other - Construction and Maint	\$ 753,850	\$ 795,200	\$ 41,350	5.49%
422	Total Expenses - Construction and Maint	\$ 1,102,650	\$ 1,144,000	\$ 41,350	3.75%
423	Total Salaries - Snow and Ice	\$ 66,000	\$ 80,000	\$ 14,000	21.21%
423	Total Other - Snow and Ice	\$ 32,000	\$ 37,000	\$ 5,000	15.63%
423	Total Salaries - Snow and Ice	\$ 98,000	\$ 117,000	\$ 19,000	19.39%
424	Total Salaries - Street Lighting	\$ 1,000	\$ 1,000	\$ -	0.00%
424	Total Other - Street Lighting	\$ 80,000	\$ 80,000	\$ -	0.00%
424	Total Salaries - Street Lighting	\$ 81,000	\$ 81,000	\$ -	0.00%
491	Total Salaries - Cemetery	\$ 18,000	\$ 20,000	\$ 2,000	11.11%
491	Total Other - Cemetery	\$ 2,610	\$ 1,300	\$ (1,310)	-50.19%
491	Total Expenses - Cemetery	\$ 20,610	\$ 21,300	\$ 690	3.35%
	Total Salaries - Public Works	\$ 593,300	\$ 611,800	\$ 18,500	3.12%
	Total Other - Public Works	\$ 946,310	\$ 1,044,000	\$ 97,690	10.32%
	Total Expenses - Public Works	\$ 1,539,610	\$ 1,655,800	\$ 116,190	7.55%
610	Total Salaries - Library	\$ 395,616	\$ 401,740	\$ 6,124	1.55%
610	Total Other - Library	\$ 54,479	\$ 59,608	\$ 5,129	9.41%
610	Total Expenses - Library	\$ 450,095	\$ 461,348	\$ 11,253	2.50%
612	Total Salaries - Roosevelt Building		\$ -	\$ -	0.00%
612	Total Other - Roosevelt Building	\$ 68,500	\$ 70,000	\$ 1,500	2.19%
612	Total Salaries - Roosevelt Building	\$ 68,500	\$ 70,000	\$ 1,500	2.19%
619	Total Salaries - Historical Preservation		\$ -	\$ -	0.00%
619	Total Other - Historical Preservation	\$ 1,000	\$ 1,000	\$ -	0.00%
619	Total Expenses - Historical Preservation	\$ 1,000	\$ 1,000	\$ -	0.00%
	Total Salaries - Culture & Recreation	\$ 395,616	\$ 401,740	\$ 6,124	1.55%
	Total Other - Culture & Recreation	\$ 123,979	\$ 130,608	\$ 6,629	5.35%
	Total Expenses - Culture & Recreation	\$ 519,595	\$ 532,348	\$ 12,753	2.45%
710	Total Salaries - Principal Long Term Debt	\$ -	\$ -	\$ -	0.00%
710	Total Other - Principal Long Term Debt	\$ 2,665,300	\$ 2,674,720	\$ 9,420	0.35%
710	Total Expenses - Principal Long Term Debt	\$ 2,665,300	\$ 2,674,720	\$ 9,420	0.35%
751	Total Salaries - Interest Long Term Debt	\$ -	\$ -	\$ -	0.00%
751	Total Other - Interest Long Term Debt	\$ 1,372,522	\$ 1,305,768	\$ (66,754)	-4.86%
751	Total Expenses - Interest Long Term Debt	\$ 1,372,522	\$ 1,305,768	\$ (66,754)	-4.86%

APPENDIX B
TOWN OF MAYNARD
FY2015 BUDGET – GENERAL FUND

752	Total Salaries - Interest Short Term Notes	\$ -	\$ -	\$ -	0.00%
752	Total Other - Interest Short Term Notes	\$ 100,000	\$ 75,000	\$ (25,000)	-25.00%
752	Total Expenses - Interest Short Term Notes	\$ 100,000	\$ 75,000	\$ (25,000)	-25.00%
	Total Salaries - Debt Service	\$ -	\$ -	\$ -	0.00%
	Total Other - Debt Service	\$ 4,137,822	\$ 4,055,488	\$ (82,334)	-1.99%
	Total Expenses - Debt Service	\$ 4,137,822	\$ 4,055,488	\$ (82,334)	-1.99%
910	Total Salaries - Ret Sys Pension Contrib	\$ -	\$ -	\$ -	0.00%
910	Total Other - Ret Sys Pension Contrib	\$ 1,739,708	\$ 1,790,621	\$ 50,913	2.93%
910	Total Expenses - Ret Sys Pension Contrib	\$ 1,739,708	\$ 1,790,621	\$ 50,913	2.93%
911	Total Salaries - Ret Sys Non Contribution	\$ -	\$ -	\$ -	0.00%
911	Total Other - Ret Sys Non Contribution	\$ 2,576	\$ -	\$ (2,576)	-100.00%
911	Total Expenses- Ret Sys Non Contribution	\$ 2,576	\$ -	\$ (2,576)	-100.00%
913	Total Salaries - Unemployment Compens	\$ -	\$ -	\$ -	0.00%
913	Total Other - Unemployment Compens	\$ 60,000	\$ 60,000	\$ -	0.00%
913	Total Expenses - Unemployment Compens	\$ 60,000	\$ 60,000	\$ -	0.00%
914	Total Salaries - Health Insurance	\$ -	\$ -	\$ -	0.00%
914	Total Other - Health Insurance	\$ 4,390,110	\$ 4,628,065	\$ 237,955	5.42%
914	Total Expenses - Health Insurance	\$ 4,390,110	\$ 4,628,065	\$ 237,955	5.42%
915	Total Salaries - Life Insurance	\$ -	\$ -	\$ -	0.00%
915	Total Other - Life Insurance	\$ 8,700	\$ 9,500	\$ 800	9.20%
915	Total Expenses - Life Insurance	\$ 8,700	\$ 9,500	\$ 800	9.20%
916	Total Salaries - Medicare	\$ -	\$ -	\$ -	0.00%
916	Total Other - Medicare	\$ 242,000	\$ 249,500	\$ 7,500	3.10%
916	Total Expenses - Medicare	\$ 242,000	\$ 249,500	\$ 7,500	3.10%
	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	0.00%
	Total Other- Employee Benefits	\$ 6,443,094	\$ 6,737,686	\$ 294,592	4.57%
	Total Expenses- Employee Benefits	\$ 6,443,094	\$ 6,737,686	\$ 294,592	4.57%
132	Reserve Fund - Original Budget	\$ 300,000	\$ 300,000	\$ -	0.00%

APPENDIX C
TOWN OF MAYNARD
MAYNARD TOWN CHARTER

Annual Town Meeting Submittal Draft 03/24/2014

Additions are underlined

Deletions are ~~striketrough~~

Finally recommended by the Charter Review Committee dated March 26, 2014

MAYNARD

TOWN

CHARTER



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MAYNARD TOWN CHARTER

INTRODUCTION

Under the provisions of a charter (the basic outline of the town's government), a city or town may establish for itself the type of government it wishes, based upon locally-identified needs, problems, and opportunities. The charter establishes clearly what a town may manage for itself under an approved home rule petition, versus being subject to a myriad of confusing and in some cases, conflicting, procedures, laws and regulations of multiple government agencies. The essence of this is captured in the preamble to the charter

A charter is established under amendments to the Constitution of the Commonwealth and Massachusetts General Laws, specifically, “with any procedures made available by Articles eighty-nine (89) and one hundred thirteen (113) of the amendments to the Constitution of the Commonwealth, commonly known as the Home Rule Amendment, and by Massachusetts General Laws, Chapter 43B, commonly known as the Home Rule Procedures Act”. The town creates its charter, which must be approved at town meeting and then by a vote at a general election, as prescribed by the Department of Housing and Community Development and the Attorney General’s office.

One element included in the charter is a requirement that it be reviewed every ten (10) years. The review is done in each calendar year ending in one (1) by a committee of nine (9) members appointed by defined agencies of the town. Changes are approved by the same process used for original approval, i.e., a town meeting approval followed by a vote at a general election. By this requirement the charter was updated in 2001 and the current review began in 2011.

Community Development Principles

One of the major accomplishments of the town since the 2001 charter is the establishment of Community Development Principles as a vehicle to philosophically shape how town government functions, both internally and in its engagement with residents, businesses and developers as Maynard moves forward. Approved by the Board of Selectmen, the principles are derived from an inclusive Community Development Plan for the town.

While the Community Development Principles are not restricted by the Charter Review process, promoting their relevance as a guide for town government is important. Therefore, the current Vision and Community Development Principles are posted on the official town web site.

PREAMBLE

We, the people of the Town of Maynard, Massachusetts, in order to reaffirm our individual sovereignty with respect to the conduct of our local government and to take the fullest advantages inherent in the Home Rule Amendments of the Constitution of the Commonwealth of Massachusetts, do hereby adopt the following Home Rule Charter for this Town.



Town of Maynard Charter

ARTICLE 1

INCORPORATION; SHORT TITLE; POWERS

SECTION 1-1: INCORPORATION

The inhabitants of the Town of Maynard within the corporate limits as established by law shall continue to be a body corporate and politic with perpetual succession under the name "Town of Maynard".

SECTION 1-2: SHORT TITLE

This instrument shall be known and may be cited as the Maynard Home Rule Charter.

SECTION 1-3: POWERS OF THE TOWN

Subject only to express limitations on the exercise of any power or function by a municipality in the constitution or laws of the Commonwealth, it is the intent and the purpose of the voters of Maynard to secure through the adoption of this charter all the powers it is possible to secure for a municipal government under the constitution and the laws of the Commonwealth.

SECTION 1-4: DIVISION OF POWERS

The administration of all of the fiscal, prudential and municipal affairs of the town shall be vested in an executive branch headed by a board of selectmen. The legislative powers of the town shall be vested in a town meeting open to all voters.

SECTION 1-5: CONSTRUCTION

The powers of the Town of Maynard under this charter are to be construed liberally in its favor and the specific mention of any particular power is not intended to limit in any way the general powers of the Town of Maynard as stated in section 1-3.

SECTION 1-6: INTERGOVERNMENTAL RELATIONS

Subject to the applicable requirements of any provision of the constitution or statutes of the Commonwealth, the Town of Maynard may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation by contract or otherwise, with any one or more states or civil divisions or agencies thereof or the United States government or any one or more agencies thereof.

SECTION 1-7: PRECEDENCE OF CHARTER PROVISIONS

To the extent any by-laws, votes, rules or regulations of or pertaining to the Town of Maynard are in force and contravene or otherwise conflict with the provisions of this charter, then the charter provisions shall take precedence over existing by-laws, votes, rules or regulations, excepting such votes as are expressly intended to amend this charter.

ARTICLE 2

LEGISLATIVE BRANCH

SECTION 2-1: TOWN MEETING

The legislative powers of the Town of Maynard shall continue to be exercised by town meeting open to all voters.

SECTION 2-2: PRESIDING OFFICER

The moderator, elected as provided in section 3-6, shall preside at all sessions of the town meeting. At the first session of each town meeting, the moderator shall appoint one or more deputy moderators. The appointment of a deputy moderator(s) shall be subject to ratification by the town meeting. In the event of the absence or disability of the moderator at the start of town meeting, the town clerk shall call the meeting to order and shall preside until a temporary moderator is elected by those present.

The moderator, at town meetings, shall regulate the proceedings, decide all questions of order, make public declaration of all votes and may exercise such additional powers and duties as may be authorized by general law, by this charter, by by-law or by other vote of the town meeting.

SECTION 2-3: COMMITTEES

a) In General - Subject to the provisions of this charter and by such by-laws or other town meeting votes regarding committees as may be provided, the moderator shall appoint for fixed terms the members of such committees of the town meeting, special or standing, as may from time to time be established. In addition to such specific powers, duties and responsibilities as may be provided to a town meeting committee by the by-law or vote establishing it, each such committee when acting within the scope of its authority shall have a right to examine the pertinent records of any town agency and to consult with, at reasonable times, any town officer, employee or agent.

b) Finance Committee - There shall be a finance committee, the members of which shall be appointed by the moderator. The numbers of members, the term of office, and any other conditions of appointment or service as may be deemed necessary or desirable shall be established by by-law. ~~No member of the finance committee shall serve on any other board or committee as a voting member except for a Charter Review Committee, or as may be provided by by law. Any member of the finance committee running for any public office within the town shall first resign from the finance committee.~~

(1) Powers and duties - The subject matter of all proposals to be submitted to a town meeting by warrant article shall be referred to the finance committee by the board of selectmen at the earliest practicable time following their receipt by the board of selectmen. The finance committee shall report, in writing, its recommendations on every article contained in a town meeting warrant together with a statement of the reasons for each such recommendation. The finance

committee shall hold one or more public hearings to permit public discussion of the subject matter of all articles contained in the warrant. The finance committee shall have such additional powers and duties as may be provided by general law or by-law.

(2) The finance committee shall have authority at any time to investigate the books, accounts, and management of any department of the town, and to employ such experts and other assistance as it may deem advisable for that purpose, and the books and accounts of all of the departments and officers of the Town of Maynard shall be open to the inspection of the finance committee and of any person employed by it. The finance committee may appoint subcommittees and delegate to them such of its powers as it deems to be in the best interests of the Town of Maynard.

(3) Conflicts - No member of the finance committee shall serve on any other board or committee of the town as a voting member except for a Charter Review Committee, or as may be provided by by-law. Any member of the finance committee before submitting papers to run for any public office of the town shall first resign from the finance committee.

SECTION 2-4: ~~TIME~~ DATE OF MEETING

The ~~a~~Annual town meeting shall meet at least once in each calendar year as provided by by-law.

SECTION 2-5: SPECIAL MEETINGS

Special town meetings may be held at the call of the board of selectmen at such times as they deem necessary, or desirable, in order to transact the legislative business of the town in an orderly manner.

a) Town Initiated Special Town Meetings - The board of selectmen shall give notice at least forty-five (45) days prior to the calling of a ~~S~~special ~~T~~town ~~M~~meeting by publication in a local newspaper and posting on the town website of such intention, except as otherwise provided by statute, and shall notify all town agencies, each ~~T~~town ~~O~~officer and chairpersons of multiple member bodies of its intention to do so. The board of selectmen may waive the forty-five (45) day notification for a ~~s~~Special ~~t~~Town ~~m~~Meeting and give notice at least fourteen (14) days prior to calling a ~~s~~Special ~~t~~Town ~~m~~Meeting if a situation exists where it has been determined, by the board of selectmen, to be in the best interests of the town to expedite the conduct of the business of the town to deal with land acquisition or any other emergency situation.

b) Citizen Initiated Special Town Meetings - Special town meetings may also be held upon request in writing of two hundred (200) or more registered voters, or of twenty (20) per cent of the total number of registered voters of the town, whichever number is the lesser. The board of selectmen shall call a special town meeting, to be held not sooner

than twenty-one (21) days nor later than forty-five (45) days after the receipt of such request.

SECTION 2-6: TOWN MEETING WARRANTS

Every town meeting shall be called by a warrant issued by the board of selectmen, which shall state the time and place at which the meeting is to convene and, by separate articles, the subject matter to be acted upon. The publication of the warrant for every town meeting shall be in accordance with a town by-law governing such matters.

Any additional or updated information in respect to any article after the printing of the warrant, but prior to the Annual or sSpecial tTown mMeeting being held, shall be published on the official town website upon availability of the new information. This requirement shall not apply to Citizen Petition Warrant Articles.

SECTION 2-7: INITIATION OF WARRANT ARTICLES

a) Initiation - The board of selectmen shall receive at any time all petitions addressed to it and which request the submission of any matter to the town meeting and which are filed by: (1) any town officer, (2) any multiple member body acting by a majority of its members, (3) any ten (10) voters for a Annual town meeting and any one hundred (100) voters for a special town meeting (so called "Citizen Petitions"). Requirements for inclusion on warrant are prescribed in subsection c).

b) Review Referral - Forthwith following receipt of any proposed warrant article the board of selectmen shall furnish a copy of the proposal to the chairperson of the finance committee, a copy to be posted on the town bulletin board and shall cause such other distribution to be made of each such proposal as may be required by law.

c) Inclusion on Warrant –

(1) Annual Town Meeting: The board of selectmen shall include on the warrant for ~~an the a~~Annual town meeting the subject matter of all petitions which are received at its office before normal close of business received by it forty five sixty (45 60) or more days prior to the date fixed by by-law for the town meeting to convene and shall also insert in the warrant all subjects the insertion of which shall be requested of them by ten (10) or more registered voters of the town. Citizens petitions must be accompanied by the signatures of at least ten (10) registered voters to be included on the warrant.

(2) Special town meeting: The board of selectmen shall include in the warrant for such special town meeting the subject matter of all petitions which are received at its office before normal close of business on the thirtieth (30th) day prior to the date of the ~~s~~Special ~~t~~Town ~~m~~Meeting and shall also insert in the warrant all subjects the insertion of which shall be requested of them by one

hundred (100) or more registered voters of the town. Citizens petitions must be accompanied by the signatures of at least one hundred (100) registered voters to be included on the warrant. Where the board of selectmen have waived the forty-five (45) days notice period and the resulting notification is less than thirty (30) days, then only articles that are submitted to the board of selectmen at the meeting at which they have waived the forty-five (45) day notice period and the board of selectmen have determined that the article is germane to the situation for the waiving of the forty-five (45) day notification, shall those articles be included on the warrant.

(3) The board of selectmen shall disqualify proposed warrant articles only if they fail to meet any of the following criteria.

(i) The written requests of registered voters for the insertion of subjects in town meeting warrants shall not be valid unless the required number of registered voters not only sign their names but also state their residence, with street and number, if any. The board of selectmen shall submit such written requests to the Town Clerk who shall check and forthwith certify the number of signatures so checked which are names of voters in the town, and only names so checked and certified shall be counted. A greater number of names than are required in each case need not be certified. Petitions that fail to be valid shall be disqualified by the board of selectmen.

(ii) With the exception of citizen petitions and ongoing union negotiations, any proposed warrant article requesting expenditure of town funds shall include an estimated cost and a proposed funding source. Warrant articles requesting expenditure of town funds that do not include estimated costs shall be disqualified rejected by the board of selectmen.

(iii) With the exception of citizen petitions, all proposed warrant articles shall be subject to review by town counsel. Any proposed article deemed to be illegal by town counsel shall be disqualified rejected by the board of selectmen.

SECTION 2-8: AVAILABILITY OF TOWN OFFICIALS AT TOWN MEETINGS

Every town officer, the chairperson of each multiple member body, and the head of each department shall attend all sessions of the town meetings for the purpose of providing the town meeting with information pertinent to matters appearing in the warrant. Any of the foregoing may be dismissed or excused from said town meeting by approval of the board of selectmen and the moderator.

In the event any town officer, chairperson of a multiple member body, or department head is to be absent due to illness or other reasonable cause, such person shall designate a deputy to attend and to represent the office, multiple member body or department. If any person designated to attend town meetings under this section is not a voter, such person shall, notwithstanding, have a right to address the meeting for the purpose of compliance with this section.

SECTION 2-9: CLERK OF THE MEETING

The town clerk or their designee shall serve as clerk of town meetings, give notice of all adjourned sessions thereof, record its proceedings, and perform such duties in connection therewith as may be provided by general law, by this charter, by by-law, or by other town meeting vote. The town clerk will keep a record of the minutes from all special and annual town meetings, these minutes will be delivered to the board of selectmen and made available to the public on the town web site no more than thirty (30) days after the meeting has been properly adjourned.

SECTION 2-10: RULES OF PROCEDURE

The town meetings may, by by-law, establish and from time to time amend, revise or repeal rules to govern the conduct of all town meetings.

SECTION 2-11: GENERAL POWERS AND DUTIES OF THE TOWN MEETINGS

The town meetings shall be vested with all the powers of the Town of Maynard, except as otherwise provided by the Commonwealth, or this charter. The town meetings shall provide for the exercise of all powers of the town and for the performance of all duties and obligations imposed upon the town.

ARTICLE 3

ELECTED OFFICIALS

SECTION 3-1: IN GENERAL

a) Elective Offices - The offices to be filled by the voters shall be a board of selectmen, a school committee, a moderator, a board of library trustees, a housing authority, and a regional vocational school representative. In addition, members of boards or representatives to regional authorities or districts as may be established by law or by interlocal agreement may also be filled by ballot at town elections.

b) Eligibility - Subject to the recall provisions in this charter, any voter shall be eligible to hold any elective town office, provided however, that no person shall simultaneously hold more than one elected town office as defined by this section.

c) Town Election - The annual election of town officials and for the determination of all questions to be referred to the voters, shall be held on such date as may from time to time be provided by by-law.

d) Commencement of Office – The term of all elected town offices shall begin on the first day of July.

e) Compensation - Elected town officials ~~shall~~ may receive such compensation for their services as may be appropriated annually, for such purpose.

e f) Coordination - Notwithstanding their election by the voters, the town officers named in this section shall be subject to the call of the board of selectmen or of the town administrator, at all reasonable times, for consultation, conference, and discussion on any matter relating to their respective offices.

f g) Filling of Vacancies: Elected Officials -

(1) Multiple Member Boards - If there is a vacancy in a board consisting of two or more members, other than the board of selectmen, the remaining members shall forthwith give written notice of existence of any such vacancy to the board of selectmen. After one (1) week's notice, the board of selectmen with the remaining members or member of such board shall fill such vacancy by a joint vote. If such notice of the vacancy is not given within thirty (30) days following the date on which such vacancy occurs the board of selectmen shall, after one (1) week's notice, fill such vacancy without participation by the remaining members of the multiple member board. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person chosen to fill any such vacancy shall serve in such office until the next regular town election at which the balance of the unexpired term, if any, shall be filled. The person elected shall begin the unexpired term immediately or as provided by by-law.

(2) Board of Selectmen - If there is a failure to elect, or if a vacancy occurs, in the office of ~~S~~selectmen and more than three (3) months remain until the next annual town election, the remaining selectmen may call a special election to fill the vacancy. The remaining selectmen shall be required call a special election to fill the vacancy only upon the request, in writing, of one hundred (100) or more registered voters of the Town of Maynard. ~~six (6) months or more will elapse before the next annual town election, the remaining selectmen shall, forthwith, call a special election to fill the vacancy. If the vacancy occurs in the office of selectmen and more than three (3) but less than six (6) months will elapse before the next annual town election, the remaining selectmen shall call a special election to fill the vacancy only upon the request, in writing, of two hundred (200) or more registered voters of the Town of Maynard.~~

(3) Town Moderator - If there is a failure to elect, or if a vacancy occurs in the office of ~~t~~Town ~~m~~Moderator; the office of ~~t~~Town ~~m~~Moderator shall be filled by ~~t~~Town ~~m~~Meeting vote. The ~~t~~Town ~~m~~Moderator shall be elected by ballot by registered voters, as certified by the ~~T~~town ~~c~~Clerk, present at ~~t~~Town ~~m~~Meeting, to preside at all town meetings and fulfill the duties of ~~t~~Town ~~m~~Moderator. The term of office shall begin as soon as the person is qualified, and shall continue for the remainder of the term.

(4) Regional Vocational School Representative - If there is a failure to elect, or if a vacancy occurs in the office of Regional Vocational School Representative, the regional vocational school committee shall forthwith give written notice of existence of the vacancy to the board of selectmen and the Maynard school committee. After one (1) week's notice, the board of selectmen with the Maynard school committee shall fill such vacancy by a joint vote. The person chosen to fill the vacancy shall serve in such office until the next regular town election at which the balance of the unexpired term, if any, shall be filled. The person elected shall begin the unexpired term as provided by by-law.

g h) Recall of Elected Officials –

(1) Application - With the exception of the members of the housing authority, who are governed under Massachusetts General Laws, Chapter 121B, Section 6, any person who has held an elected town office for at least six (6) months, and with more than six (6) months remaining of the term of office at the time of the filing of the recall affidavit, may be recalled there from by the voters of the Town of Maynard in the manner provided in this section.

(2) Recall Provision - One hundred (100) or more voters of the Town of Maynard may file a recall affidavit with the town clerk containing the name of the officer whose recall is sought and a statement of the grounds upon which the affidavit is based, provided that a minimum of twenty-five (25) names of voters shall be from each of the voting precincts into which the town is divided. The town clerk shall, within one (1) working day thereafter, submit such affidavit to the registrars of

voters. The registrars of voters shall, within ten (10) working days thereafter, certify such affidavit with regard to the sufficiency and validity of the signatures of voters.

If the affidavit shall be certified by the registrars of voters, the town clerk shall, within five (5) working days thereafter, deliver to the first ten (10) voters named on such affidavit, petition blanks demanding said recall, printed forms of which the town clerk shall keep available. The blanks shall be signed by the town clerk with the official town seal attached thereto. The blanks may be completed by printing or typewriting; they shall contain the names of the ten (10) persons to whom they are issued; they shall contain the name of the officer whose recall is sought, the grounds for recall as stated in the affidavit; and shall demand the election of a successor to the said office. A copy of the affidavit shall be entered in a record book to be kept in the office of the town clerk.

The recall petitions shall be returned to the town clerk within thirty (30) days following the date they are issued, signed by at least twenty (20) percent of the registered voters of the town at the date of issue. The town clerk shall, within one (1) working day following such filing, submit the petitions to the registrars of voters which shall within fifteen (15) working days thereafter certify thereon the number of signatures which are names of voters.

(3) Recall Elections - If the petitions shall be certified by the registrars of voters to be sufficient, the town clerk shall forthwith submit the same, with a certificate to the board of selectmen. Upon its receipt of the certified petition, the board of selectmen shall forthwith give notice, in writing, of said petition and certificate to the officer whose recall is sought. If said officer does not resign from office within five (5) working days following delivery of said notice, the board of selectmen shall order a special election to be held not less than sixty-four (64) days nor more than ninety (90) days after the date of certification of the town clerk, provided however, that if a regular town election is to be held within one hundred and ten (110) days following the date of said certificate the recall election shall be held in conjunction therein and not at a special town election. If a vacancy occurs in said office after the recall election has been ordered, the election shall nevertheless proceed as provided in this section, but only the ballots for candidates need be counted.

(4) Nomination of Candidates - An officer whose recall is sought may not be a candidate to succeed himself/herself in the recall election. The nomination of candidates, the publication of the warrant for the recall election and the conduct of shall all be in accordance with the provisions of law relating to elections unless otherwise provided in this section.

(5) Propositions on the Ballot - Ballots used at the recall election shall state the proposition in the order indicated:

For the recall (name of officer)

Against the recall (name of officer)

Adjacent to each proposition shall be a place to vote for either of said propositions. After the said propositions shall appear the word "candidates" and the names of the candidates arranged in accordance with the provisions of law relating to elections. If a majority of the votes cast upon the question of recall is in the affirmative, the candidate receiving the highest number of votes cast shall be declared elected. If the majority of the votes cast is in the negative, the ballots for candidates need not be counted.

(6) Officeholder - The incumbent shall continue to perform the duties of the office until the recall election. If then not recalled, the incumbent shall remain in office for the remainder of the unexpired term, subject to recall as provided in section 3-1(h)(7) below.

If recalled at the election such person shall be deemed to be removed upon the qualification of the successor, who shall hold the office during the unexpired term. If the successor fails to qualify within five (5) working days after receiving notification of election, the incumbent shall thereupon be deemed removed and the office vacant.

(7) Repeat of Recall Petition - No recall shall be filed against an officer subjected to a recall election and not recalled thereby until at least six (6) months after the election at which the recall was submitted to the voters.

(8) Appointment of the Person Recalled - No person who has been recalled from an office, or who has resigned from office while recall provisions are pending against her/him, shall be appointed to any town office within two (2) years after such recall or such resignation.

SECTION 3-2: BOARD OF SELECTMEN

a) Composition, Term of Office - There shall be a board of selectmen consisting of five (5) members elected for terms of three (3) years each, so arranged that the terms of as nearly equal number of members as is possible shall expire each year.

b) Powers and Duties - The executive powers of the Town of Maynard shall be vested in the board of selectmen which shall be deemed to be the chief executive office of the town. The board of selectmen shall be accountable to the town, to the extent provided for in this charter, for events and activities of the town, as performed by employees and boards under its authority. The board of selectmen shall have all of the executive powers it is possible for a board of selectmen to have and to exercise. The board of selectmen shall serve as the chief policy-making agency of the town. It shall be responsible for the issuance of policy directives and guidelines to be followed by all town

agencies serving under it and, in conjunction with other elected town offices, to develop and to promulgate policy guidelines designed to bring all agencies of the town into harmony and further have ultimate responsibility to ensure compliance with policy directives. Nothing in this section shall be construed to authorize any member of the board of selectmen, or a majority of such board, to become involved in the day-to-day administration of any town agency. It is the intention of this provision that the board of selectmen shall act through the adoption of policy guidelines which are to be implemented by officers and employees appointed by or under its authority.

The board of selectmen shall maintain liaison with all town boards, commissions, and committees and shall mediate disputes among town boards, commissions and committees.

The board of selectmen shall cause a record of all its official acts to be kept. To aid it to perform its duties, the board of selectmen shall appoint a town administrator.

The board of selectmen shall have the power to make investigations, and may authorize the town administrator to investigate the affairs of the town and the conduct of any town department, office, or agency, including any doubtful claims against the town.

The board of selectmen shall have the authority to appoint town boards in accordance with the provisions of this charter.

Members of the board of selectmen shall be ineligible to serve on multiple member bodies established by this charter or by by-law to which the board of selectmen is the appointive authority.

Members of the board of selectmen shall possess no individual authority unless such authority shall have previously been granted by vote of the board.

The board of selectmen shall be recognized as head of the town government for all ceremonial purposes.

c) Licensing Authority - The board of selectmen shall act as the licensing authority of the town and shall have the power and responsibility required to issue licenses, to make all necessary rules and regulations regarding the issuance of such licenses, and to attach conditions and impose such restrictions as it considers to be in the public interest, and further to enforce, or cause to be enforced, the laws, rules, and regulations relating to all businesses for which it issues licenses.

SECTION 3-3: SCHOOL COMMITTEE

a) Composition, Term of Office - There shall be a school committee consisting of five (5) members elected for terms of three (3) years each, so arranged that the terms of as nearly an equal number of members as is possible shall expire each year.

b) Powers and Duties - The school committee shall have all of the powers and duties which are given to school committees by general laws of the Commonwealth. The school committee shall have general charge of the public schools of the town. The school committee shall have the power to select and to terminate a superintendent of schools, and establish educational goals and policies for the school consistent with the requirements of the laws of the commonwealth and standards established by the Commonwealth.

SECTION 3-4: HOUSING AUTHORITY

a) Composition, Term of Office - There shall be a housing authority consisting of five (5) members serving for five (5) years each, so arranged that the term of one member shall expire each year. Four of the members shall be elected by the voters and the fifth member shall be appointed as provided by Massachusetts General Laws.

b) Powers and Duties - The housing authority shall make studies of the housing needs of the community and shall provide programs to make available housing for families of low income and for elderly persons of low income. The housing authority shall have such other powers and duties as are assigned to housing authorities by general law.

SECTION 3-5: LIBRARY TRUSTEES

a) Composition, Term of Office - There shall be a board of library trustees consisting of three (3) members elected for terms of three (3) years each, so arranged that the term of one member shall expire each year.

b) Powers and Duties - The board of library trustees shall be responsible for the management and supervision of the free public library of the town, the property, and the staff. The board of library trustees shall have all the powers and duties which are given to library trustees by general laws and shall have additional powers and duties as are provided by this charter, by by-law or by town meeting vote, as well as any powers, duties, and responsibilities as may be imposed by the terms of any public trust.

SECTION 3-6: MODERATOR

a) Term of Office - There shall be a town moderator elected for a term of three ~~one~~ (3) ~~1~~ years.

b) Powers and Duties - The town moderator shall be the presiding officer of the town meeting and regulate its proceedings, as provided in section 2-2, and shall perform all other powers and duties given to moderators under the constitution and general laws, and such additional powers and duties as may be authorized by this charter, by by-law or by

other town meeting vote. The moderator shall preside at any public hearing to discuss the suspension or removal of the town administrator.

SECTION 3-7: REGIONAL VOCATIONAL SCHOOL REPRESENTATIVE

a) Term of Office – the regional vocational school representative shall be elected for a term of four (4) years.

b) Powers and Duties - The regional vocational school representative shall represent the interest of the town of Maynard in regard to the students attending the regional vocational school and shall be empowered as a member of the regional vocational school committee with all the powers and duties which are given to regional vocational school committees by General Laws.

ARTICLE 4

TOWN ADMINISTRATOR

SECTION 4-1: APPOINTMENT; QUALIFICATION; TERM

a) Appointment: In accordance with section 4-6 hereof, ~~t~~The board of selectmen shall appoint a town administrator for a term of up to three (3) years, which term or portion thereof may be renewed, and which appointment shall be subject to a mutually agreed upon contract. ~~from a list prepared by a screening committee as established in Article 4-6 or by by law.~~ The board of selectmen shall appoint the town administrator to serve ~~for a renewable term of three (3) years and~~ The board of selectmen shall fix the compensation for such person, annually, within the amount appropriated by the town. The town administrator shall be appointed on the basis of educational, executive, and administrative qualifications and experience. A town administrator need not be a resident of town or of the Commonwealth at the time of appointment, nor at any time during the period of such service. The town administrator shall not have served in an elective office in the town government for at least twelve months prior to appointment. The town may from time to time establish, by by-law, such qualifications as ~~seem~~ it deems necessary and appropriate.

b) Conflict: The town administrator shall devote full time to the office and shall not hold any other public office, elected or appointive, nor engage in any business or occupation during such service, unless such action is approved in advance by the board of selectmen.

c) Annual Review: The board of selectmen shall provide for an annual review of the job performance of the town administrator which shall, at least in summary form, be a public record. This review shall reflect the town administrator's performance of duties as listed in Section 4-2.

d) Removal without Cause: The board of selectmen shall include in the town administrators contract a provision which allows the board of selectmen, only by a unanimous vote of all five (5) members, to terminate the town administrator without cause.

e) Contract Renewal: The board of selectmen, upon completion of two successive annual performance evaluations, with those evaluations as a foundation for discussions, may engage the town administrator in discussions for contract renewal. In any subsequent contract renewals, following the initial renewal, the board of selectmen shall have completed at least one additional evaluation prior to any subsequent renewal. ~~If~~ The board of selectmen by a two-thirds (2/3) vote may, in their discretion, determine that it is in the best interest of the town to enter into contract renewal negotiations prior to an annual performance evaluation following the first performance evaluation, and waive the foregoing requirements. A majority vote of the board of selectmen is required to reappoint and/or renew the town administrator's contract.

f) Contract Non-renewal: Furthermore if it is the intent not to renew the town administrator's contract but to seek candidates for the position instead, the board of selectmen shall provide the then administrator with written notice at least three (3) months prior to the end of the administrator's contract of the open process and not exclude her/him from participating in said process.

~~At the expiration of any three year term, the board of selectmen shall vote on the reappointment of the Town Administrator. The annual reviews for the three previous years shall be used as a basis for reappointment. The majority vote of the full Board of Selectmen is required to reappoint. If the vote to reappoint fails, the appeal process of Section 4-5 shall not apply.~~

SECTION 4-2: POWERS AND DUTIES

The town administrator shall be the chief administrative officer of the town, directly responsible to the board of selectmen for the administration of all town affairs for which the offices of town administrator is given responsibility by or under this charter. The powers and duties of the town administrator shall include, but are not intended to be limited to the following:

a) To supervise, direct and be responsible for the efficient administration of all functions and activities, according to best business practices, for which the office of town administrator is given authority, responsibility or control by this charter, by by-law, by town meeting vote, by vote of the board of selectmen, or otherwise to best serve the citizens of Maynard.

b) To appoint, subject to the provisions of the civil service law and any other collective bargaining agreements as may be applicable, all department heads, officers, members of boards and commissions and employees for whom no other method of selection is provided by this charter. Such appointments shall become effective on the fifteenth (15th) day following the day on which such notice of the appointment is filed with the board of selectmen, unless the board of selectmen shall, within that period by a majority of all of its members, vote to reject such appointment, or has sooner voted to affirm it. Copies of the notices of all such proposed appointments shall be posted on the town bulletin board when submitted to the board of selectmen.

c) To be entrusted with the administration of the town personnel system, including, but not limited to personnel policies and procedures, rules, and regulations, including provisions for an annual employee performance review, personnel by-law and collective bargaining agreements entered into by the town. The town administrator shall also prepare and keep current a plan establishing the personnel staffing requirements for each town agency, except the library and school department.

d) To attend all regular and special meetings of the board of selectmen, unless unavoidable for reasonable cause, and shall have a voice, but no vote, in all of its proceedings.

- e) To assure that full and complete records of the financial and administrative activities of the town are kept and to render as often as may be required by the board of selectmen, but not less than once a year, a full report of all town administrative operations during the period reported on, which report shall be made available to the public.
- f) To keep the board of selectmen fully advised as to the needs of the town and recommend to the board of selectmen and to other elected town officers and agencies for adoption such measures requiring action by them or by the town meeting as the town administrator may deem necessary or expedient.
- g) The town administrator shall be responsible for the maintenance and repair, rental and use, of all town buildings and facilities placed under the town administrator's control by this charter, by by-law, by vote of the town or otherwise.
- h) To prepare and present, in the manner provided in Article 6, an annual operating budget for the town and develop material to furnish to the capital planning committee for the preparation of a proposed capital improvement plan for the five (5) fiscal years next ensuing.
- i) To assure that a full and complete inventory of all property of the town, both real and personal, is kept, including all property under the control of the school committee or library trustees.
- j) To negotiate, on behalf of the board of selectmen, all contracts and collective bargaining agreements involving any subject within the jurisdiction of the office of the town administrator, including contracts with town employees, ~~except employees of the school department and library employees outside collective bargaining control,~~ involving wages, hours and other terms and conditions of employment. All such contracts and agreements shall be subject to the approval of the board of selectmen.
- k) To be the chief procurement officer for the town, in accordance with the provisions of Chapter 30B of the Massachusetts General Laws, and to appoint such assistant procurement officers as provided in Chapter 30B of the Massachusetts General Laws.
- l) To see that the provisions of the general laws, of this charter, town by-laws and other votes of the town meeting and votes of the board of selectmen which require enforcement by the town administrator are faithfully executed, performed or otherwise carried out.
- m) To inquire, at any time, into the conduct and operation of office or performance of duties of any officer or employee, department, board, commission or other town agency.
- n) To attend all sessions of all town meetings and answer questions raised by voters which relate to warrant articles and to matters over which the town administrator exercises any supervision.

o) To reorganize, consolidate, or abolish, in the manner provided in Article 5, town agencies serving under the supervision of the town administrator, in whole or in part, provide for new town agencies and provide for a reassignment of powers, duties and responsibilities among such agencies so established or existing.

p) To facilitate activities between and among the following:

- (1) town agencies serving under the office of the town administrator
- (2) town agencies serving under the of the board of selectmen
- (3) town agencies under the control of other officers and multiple member bodies elected directly by the voters.

For this purpose, the town administrator shall have authority to require the persons so elected, or their representatives, to meet with the town administrator, at reasonable times, for the purpose of effecting coordination and cooperation among all agencies of the town. The town administrator shall have the right to attend and speak at any regular meeting of any multiple member body.

q) To seek and review, by initiative or upon request of any town officer, those state, federal, regional and all other grants which may be of benefit to the Town of Maynard. The town administrator shall be the authority responsible for reviewing all applications for such grants which require the approval of the board of selectmen.

r) To be responsible for any and all dispositions of non-criminal citations issued in the Town of Maynard. The town administrator will be responsible for appointing one or more assistant clerks as required.

s) To be responsible for the publication, maintenance and review of the town by-laws and of any duly authorized revisions, amendments, additions, or other changes pertaining thereto. The review of town by-laws shall be in conjunction with the town counsel, or, by special counsel retained for that purpose. Subsequent to enactment by the town meeting, copies of the revised by-laws shall be forwarded to the attorney general of the Commonwealth for approval, and they shall be otherwise published, all as required by general laws. Copies of the revised by-laws shall be made available for distribution to the public.

t) To perform any other duties as are required to be performed by the town administrator by by-laws, administrative code, votes of the town meeting, or votes of the board of selectmen, or otherwise.

SECTION 4-3: DELEGATION OF AUTHORITY

The town administrator may, with the approval of the board of selectmen, authorize any subordinate officer or employee to exercise any power or perform any function or duty which is assigned to the office of the town administrator, provided, however, that all acts performed under any such delegation shall at all times be deemed to be the acts of the town administrator. ~~On a~~

~~form approved by the board of selectmen,~~ The town administrator shall submit a record of any such delegation to the board of selectmen.

SECTION 4-4: ACTING TOWN ADMINISTRATOR

- a) Temporary Absence - With the approval of the board of selectmen, the town administrator may designate a qualified town administrative officer or employee to exercise the powers and perform the duties of the town administrator during an absence of the town administrator of not more than fifteen (15) days. Such delegation shall be made by letter filed with the town clerk and the board of selectmen.
- b) Vacancy - Any vacancy in the office of town administrator shall be filled as soon as possible by the board of selectmen, but, pending such regular appointment the board of selectmen shall appoint a qualified town administrative officer or employee to perform the duties of the office on an acting basis. Such temporary appointment may not exceed ~~three~~ six (3 6) months but one renewal may be voted by the board of selectmen not to exceed an ~~second~~ additional three (3) months. Compensation for such person shall be set by the board of selectmen.
- c) Powers and Duties - The powers and duties of temporary or acting town administrator, under a) and b) above, shall be limited to matters not which cannot be admitting of delayed and shall include authority to make temporary, emergency appointments or designations to town office or employment but not to make permanent appointments or designations.

SECTION 4-5: SUSPENSION AND REMOVAL FOR CAUSE

The board of selectmen may, by a majority vote of the full board, terminate and remove, or suspend, the town administrator from office in accordance with the following procedure.

- a) The board of selectmen shall adopt a preliminary resolution of removal by the affirmative vote of a majority of all its members, which must state the reason or reasons for removal. This preliminary resolution may suspend the town administrator for a period not to exceed forty-five (45) days. A copy of the resolution shall be delivered to the town administrator forthwith.

The town administrator shall continue to receive a salary until the effective date of the final resolution of removal.

- b) Within five (5) working days of receipt of the preliminary resolution the town administrator may request a public hearing by filing a written request for such hearing with the board of selectmen. This hearing shall be held at a meeting of the board of selectmen not later than thirty (30) days after the request is filed nor earlier than twenty (20) days. The town moderator shall preside at any public hearing to discuss the suspension or removal of the town administrator. The town administrator may file a written statement responding to the reasons stated in the resolution of removal with the

board of selectmen provided the same is received at its office more than forty-eight (48) hours in advance of the public hearing.

c) The board of selectmen may adopt a final resolution of removal, which may be made effective immediately, by the affirmative vote of a majority of all its members not less than ten (10) days nor more than twenty-one (21) days following the date of delivery of a copy of the preliminary resolution to the town administrator, if the town administrator has not requested a public hearing; or, within ten (10) working days following the close of the public hearing if the town administrator has requested one. Failure to adopt a final resolution of removal within the time periods as provided in this section shall nullify the preliminary resolution of removal and the town administrator shall, at the expiration of said time, forthwith resume the duties of the office.

The action of the board of selectmen in suspending or removing the town administrator shall be final, it being the intention of this provision to vest all authority and fix all responsibility for such suspension or removal solely in the board of selectmen.

SECTION 4-6: SELECTING A TOWN ADMINISTRATOR

Forthwith following a vacancy in the office of the town administrator, the board of selectmen shall establish a screening committee to review applicants for the position of town administrator. The screening committee is to consist of nine (9) persons, representing the demographics of the town and shall include at least one (1) town employee and may include up to three (3) town employees. The employee member(s) of the committee do not have to be residents of the town. ~~as nearly as possible the town demographic and occupational base.~~

Not more than thirty (30) days following the vacancy in the office of the ~~t~~Town ~~a~~Administrator the nine persons chosen aforesaid shall meet to organize and to plan a process for the selection of the town administrator.

The screening committee shall review all applications received by it, screen all such applicants by checking and verifying work records and other credentials, and provide for interviews to be conducted with such number of candidates it deems to be necessary, desirable, or expedient.

Not more than ~~ninety~~ one hundred twenty (90 120) days following the date on which the committee meets to organize, the committee shall submit to the board of selectmen the names of not less than three (3) nor more than five (5) persons whom it believes to be best suited to perform the duties of the office of town administrator.

Within thirty (30) days following the date the list of nominees is submitted to it, the board of selectmen shall choose by majority vote one of the said nominees to serve as town administrator. In the event the board of selectmen shall fail to make an appointment within the said thirty (30) days, the screening committee shall reopen the screening process to solicit more nominees.

Upon the appointment of a town administrator, the committee established hereunder shall be considered discharged.

ARTICLE 5

ADMINISTRATIVE ORGANIZATION

SECTION 5-1: ORGANIZATION OF TOWN AGENCIES

The organization of the Town of Maynard into operating agencies for the provisions of services and the administration of the government may be accomplished ~~through either of the methods as~~ provided in this article.

~~a) By Law—Subject only to the express prohibitions in a general law or the provisions of this charter, the town meeting may, by by law, reorganize, consolidate, create, merge, divide or abolish any town agency, in whole or in part; establish such new town agencies as it deems necessary or advisable, determine the manner of selection, the term of office and prescribe the functions of all such entities; provided, however, that no function assigned by this charter to a particular town agency may be discontinued, or unless this charter specifically so provides, assigned to any other.~~

~~b) Administrative Code - The town administrator may on occasion present a reorganization plan related to employees and staffing and employee management and oversight which shall require approval by board of selectmen prior to implementation. Once approved by the board of selectmen, the town administrator shall notify, in writing, any board or commission whose employees are affected by said change. The town administrator, with the approval of the board of selectmen, may from time to time prepare and submit to the town meeting plans of organization or reorganization which establish operating divisions for the courteous, orderly and efficient conduct of the business of the town.~~

~~Whenever the town administrator prepares such a plan the board of selectmen shall hold one or more public hearings on the proposal giving notice in a local publication, which notice shall describe the scope of the proposal and the time and place at which the hearing will be held, not less than seven (7) nor more than fourteen (14) days following such publication. Following such public hearing, the proposal, which may have been amended subsequent to the public hearing, shall be submitted to the town meeting as a warrant article.~~

~~An organization or reorganization plan shall become effective at the expiration of sixty (60) days following the date of adjournment of the town meeting at which the proposal is submitted unless the town meeting shall, by a majority vote, vote to disapprove the plan. The town meeting may vote only to approve or to disapprove the plan and may not vote to amend or to alter it.~~

The town administrator may, through this administrative code, and subject only to express prohibitions in or requirements of a general law, or this charter, reorganize, consolidate or abolish any town agency, in whole or in part; establish such new town agencies as is deemed necessary to the same extent as would be permitted by tTown

~~m~~Meeting is provided in section 5-1 a), above, for by-laws; and for such purpose transfer the powers and duties, so far as is consistent with the use for which the funds were voted by the town, transfer the appropriation of the town agency or agencies to another, provided, however, that no function assigned by this charter to a particular town agency may be discontinued or, unless this charter specifically so provides, assigned to any other.

SECTION 5-2: PUBLICATION OF ADMINISTRATIVE CODE AND PERSONNEL PLAN

For the convenience of the public, the administrative code and any amendments thereto shall be printed as an appendix to, but not an integral part of the by-laws of the Town of Maynard. The personnel and staffing plan as prepared by the town administrator, in conformity with section 4-2 (c) shall be published annually in the town report.

SECTION 5-3: APPOINTMENTS, PROMOTIONS, AND DISCIPLINE

Unless otherwise provided for by this charter, the heads of all town agencies, whether appointed by the board of selectmen or by the town administrator shall be responsible for the appointment, promotion and discipline of all persons serving under them. In the case of an acting or interim department head or chief, the Town Administration shall have approval authority over all new hires.

SECTION 5-4: MERIT PRINCIPLE

Subject to any collective bargaining agreements as may be applicable, or to the provisions of the civil service law, all appointments and promotions of town officers and employees shall be made solely on the basis of merit and fitness demonstrated by examination, past performance, or other evidence of competence and suitability.

SECTION 5-5: COMPENSATION

The compensation paid to each town officer or employee shall be limited to the amount established in accordance with the provisions of law, by-law, or town meeting vote and all fees received in accordance with the provisions of any general or special law shall be paid into the treasury of the town and disbursed to the appropriate person or authority in accordance with the laws.

SECTION 5-6: ORGANIZATION OF TOWN GOVERNMENT

Until such time as a different form of organization shall be provided, in accordance with the provisions of Article 5-1 of this charter, the following organization ~~whose~~ the structure of which is shown in Figure 1 shall be operative:

THE BOARD OF SELECTMEN SHALL APPOINT AS PROVIDED BY BY-LAW:

- a Town Administrator;
- an Assistant Town Administrator;
- an Americans with Disabilities Acts Commission, to consist of five members.

- a Conservation Commission, to consist of five members;
- an Industrial Development and Finance Authority, to consist of five members;
- a Town Counsel;
- one or more Constables, as the Sselectmen may deem necessary;
- a Director of Emergency Management;
- a Maynard Historical Commission, to consist of five members;
- a Board of Appeals, to consist of five members and two associate members;
- a Board of Health, to consist of three members;
- a Planning Board, to consist of five members and one associate member;
- a Public Works Advisory Committee, to consist of three members,
- a Capital Planning Committee, to consist of three members,
- a Community Preservation Committee, to consist of nine members;
- a Police Chief, and all police officers;
- a Fire Chief;
- a Recreation Commission, to consist of five members;
- a Board of Registrars to consist of five members (including the Town Clerk);
- a Cable Television Committee, to consist of five members;
- a Veterans Administrator;
- two or more Fence Viewers;
- the Town's representative to the Town Retirement Board;
- a Director ~~Superintendent~~ of Public Works;
- a Keeper of the Lock-up;
- a Council on Aging to consist of ~~eleven~~ seven members;
- ~~an~~ Cultural Council to consist of ~~nine~~ seven members;
- a Board of Assessors, to consist of three members;
- a representative to the Metropolitan Area Planning Council;
- Tree Wardens;
- a Right-To-Know Coordinator;
- Town Planner.

THE TOWN ADMINISTRATOR SHALL APPOINT AS PROVIDED BY BY-LAW:

- a Town Clerk;
- a Financial Director, who will also serve as either the Town Treasurer/Town Collector or Town Accountant.
- a Town Treasurer/Town Collector;
- a Town Accountant;
- a Facility Manager;
- a Sealer of Weights and Measures, and one or more Assistant Sealers of Weights and Measures;
- a Dog Officer;
- an Inspector of Animals;
- a Plumbing Inspector;
- an Inspector of Gas Piping and Gas Appliances;
- a Building ~~Inspector~~ Commissioner/Zoning Code Enforcement Officer;
- a Wiring Inspector;

- a Hazardous Waste Committee;
- all Assistant Inspectors.

In further definition of the following chart, the positions noted below shall be defined and appointed as follows:

a) Conservation Agent: Provides support, coordination, and professional management for the cConservation cCommission in carrying out its mandate and its mission to protect the community's natural resources including its bio-diversity, unique natural areas, wetlands and other water resources. Works under the general direction of the of the town administrator and the policy direction of the cConservation cCommission and in accordance with applicable laws and regulations. The cConservation aAgent is appointed by the cConservation cCommission and subject to the approval of the town administrator. The cConservation aAgent is under the day-to-day administrative direction of the town administrator.

b) Chief Assessor: The cChief aAssessor values all types and classes of real and personal property; assumes the responsibility for meeting the state requirements for triennial certification; supervises and participates in the preparation of tax rate documentation for state certification; prepares and presents presentation for the annual tax classification public hearing. The cChief aAssessor is appointed by the bBoard of aAssessors, and subject to the approval of the town administrator. The cChief aAssessor works under the policy direction of the bBoard of aAssessors and the day-to-day administrative direction of the town administrator.

c) Board of Health Director/Public Health Officer/Health Officer: The bBoard of hHealth dDirector shall mean a person with a broad basic education and experience in the physical, biological, and social sciences supplemented by specialization in the field of health administration and who is qualified to carry out public health administrative duties and enforce the laws in the field of public health. The dDirector is appointed by the bBoard of hHealth, and subject to the approval of the town administrator. The dDirector works under the policy direction of the bBoard of hHealth and the day-to- day administrative direction of the town administrator.

d) Council on Aging Director: The cCouncil on aging dDirector supervises and conducts social, educational, recreational, and health programs for senior citizens following the policies of the cCouncil on aAging; confers with sState and local officials, and professional and community organizations to develop better ways to meet the needs of senior citizens. The dDirector is appointed by the members of the cCouncil on aAging, and subject to the approval of the town administrator. The dDirector works under the policy direction of the cCouncil on the day-to-day administrative direction of the town administrator.

e) Town Planner: The tTown pPlanner manages the community and economic development efforts of the town through a wide range of coordination and cooperation with departments, citizens, outside agencies, and other stakeholders. The pPlanner is responsible for supporting the activities of the pPlanning bBoard and the zZoning bBoard of aAppeals and is under the administrative direction of the town administrator. The tTown pPlanner is hired by the bBoard of sSelectmen. The pPlanner works under the day-to-day administrative direction of the town administrator.

For all of the foregoing positions, the appointing board/commission shall advertise the position, conduct the search, screen and interview candidates and recommend an individual to the position with input from the tTown aAdministrator during the process.

Notwithstanding the foregoing, a board/commission may delegate the hiring process to the tTown aAdministrator who will submit the selected individual to the board/commission for their appointment of the individual to the position.

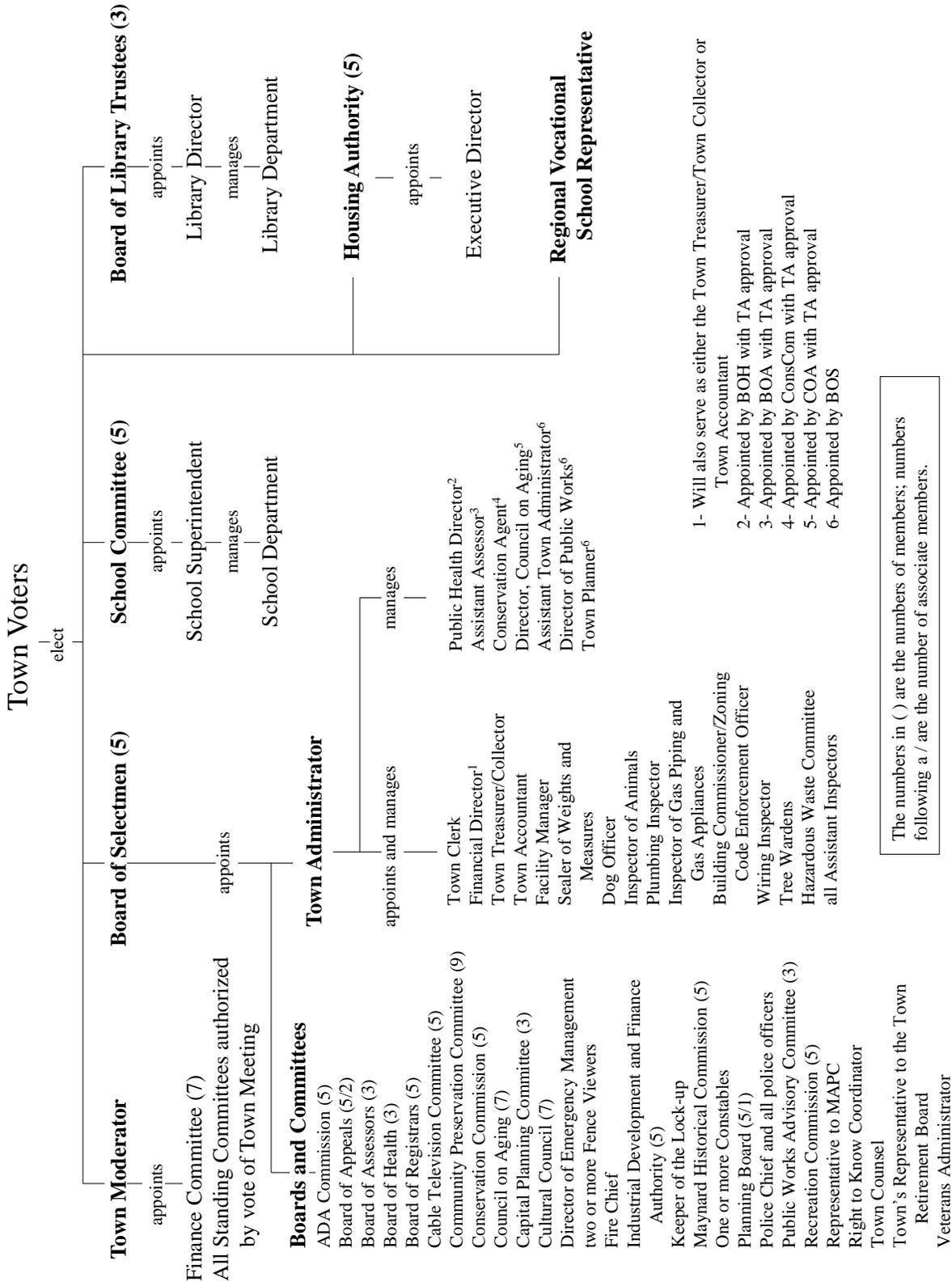


Figure 1

THE MODERATOR SHALL APPOINT AS PROVIDED BY BY-LAW:

- a ~~f~~Finance ~~C~~committee, to consist of ~~e~~ seven members;
- all ~~s~~Standing ~~c~~Committees authorized by vote of ~~t~~Town ~~m~~Meeting.

ARTICLE 6

FINANCE AND FISCAL PROCEDURES

SECTION 6-1: FISCAL YEAR

The fiscal year of the Town of Maynard shall begin on the first day of July and shall end on the last day of June, unless another period is required by general law.

SECTION 6-2: FINANCE COMMITTEE

A finance committee shall be established with Article 2, section 2-3 of this charter.

SECTION 6-3: LONG TERM FINANCIAL PROJECTION PLAN

The town administrator shall develop an overall financial projection of the town and provide an analysis of how the projection relates to the current and upcoming budget of the town ~~and annually revise a long range general financial plan for the town by the 1st 15th day of November of each year or any other time fixed by by-law. The projection will be regarded as a guideline as each department formulates their budget for the next fiscal year. The plan shall project anticipated revenues from all sources, provide projections related to the town's future debt obligations, and identify anticipated municipal problems likely to require major expenditures in the future.~~

The financial projection plan ~~plan~~ shall be reviewed by the board of selectmen and finance committee and be adopted by the board of selectmen with or without amendment.

SECTION 6-4: SUBMISSION OF BUDGETS AND BUDGET MESSAGE

a) Estimated Revenues - On or before the first day of ~~November~~ October of each year or any other time fixed by by-law, the town administrator shall request and receive from all town agencies, officers and multiple member bodies the estimated revenues for the next fiscal year. Upon receipt of any additional specific data provided by the Commonwealth or from any other source, such estimates shall be revised, updated and submitted forthwith to the town administrator.

b) Policy Statement - On or before the fifteenth day of November of each year, or any other time fixed by by-law, the board of selectmen, after consultation with the town administrator and the finance committee, shall issue a policy statement relating to the budget for the next fiscal year. The statement shall establish the outer limits and

guidelines of possible budget growth for the town to be used by the various town agencies, officers and committees in the preparation of operating budgets for the ensuing fiscal year. The town administrator shall send the policy statement to every town agency, officer, and committee charged with the expenditure of town funds.

c) Budget Requests - Every town agency, officer, and committee charged with the expenditure of town money shall submit its budget requests for the ensuing fiscal year to the town administrator by the first day of January of each year or any other time fixed by by-law. Such budget requests shall include commentary regarding any changes from the amounts appropriated for the current year for the same purposes and any additional work projects that will require additional expenditures.

d) Submission of Comprehensive Budget - On or before the twenty-first day of January of each year, or any other time fixed by by-law, the town administrator shall submit to the board of selectmen a comprehensive budget for all town functions for the ensuing fiscal year and an accompanying budget message.

The board of selectmen in conjunction with the town administrator and the finance director will develop a schedule each year for the budget process.

~~(1) The budget message shall explain the budget both in fiscal terms and in terms of what specific projects are contemplated in the year ahead. It shall: outline the proposed financial policies of the town for the ensuing year, describe the important features of the budget; indicate any major changes from the current year in financial policies, expenditures, and revenues, together with the reasons for such changes; summarize the town's debt position; and include such other material as the town administrator may deem appropriate.~~

~~(2) The budget shall provide a complete financial plan for all town funds and activities in such a format as the finance committee may suggest, provided the format suggested is compatible with the standards recommended by the state association of finance committees. The budget shall indicate proposed expenditures for both current operations and capital projects during the ensuing fiscal year, detailed by departments, offices, multiple member bodies, and specific purposes and projects.~~

SECTION 6-5: ACTION ON THE PROPOSED BUDGET

a) Joint Budget Review – ~~On the second Saturday in~~ or before the fifteenth day of February, the board of selectmen and the finance committee will hold a joint budget review meeting. In the course of the review, the board of selectmen and the finance committee may require the town administrator, and representatives of town departments, offices, or multiple member bodies to attend and present appropriate financial reports and budgetary information.

b) Adoption - The board of selectmen shall on or before the second Saturday of ~~March~~ April, or otherwise appropriate to the relevant schedule of the Massachusetts Department

of Revenue, or any other time fixed by by-law, adopt the budget, with or without amendments, and the estimated revenues. The adopted budget and estimated revenues shall ~~are~~ then be submitted forthwith to the finance committee.

c) Finance Committee Review - The finance committee shall conduct at least one public hearing on the proposed budget. In preparing its recommendations, the finance committee may require the town administrator, any town department, office, or multiple member body to furnish it with appropriate financial reports and budgetary information.

d) Publication - The publication of the proposed budget and finance committee recommendations shall be included in the warrant of the annual town meeting issued by the board of selectmen in accordance with the provisions of Article 2, of this charter. The budget shall be published on the official town website and updated as appropriate during process with comments from the finance committee and/or the board of selectmen.

e) Presentation - The board of selectmen shall be responsible for presenting the town budget to the town meeting. The budget shall be first subject to amendments by the finance committee before any other amendments are proposed.

SECTION 6-6: BUDGET ADOPTION

The town meeting shall adopt the budget, with or without amendments, prior to the beginning of the fiscal year.

SECTION 6-7: CAPITAL IMPROVEMENT PLANS

The capital planning committee shall prepare a capital improvements plan based on material developed by the town administrator including:

- a) a clear and concise general summary of its contents;
- b) a list of all capital improvements proposed to be undertaken during the next five (5) fiscal years together with supporting information as to the need for each capital improvement;
- c) cost estimates, methods of financing and recommended time schedules for each improvement; and
- d) the estimated annual cost of operating and maintaining the facilities or equipment to be constructed or acquired.

The above information shall be revised and extended each year with regard to capital improvements pending or in the process of construction, repair or acquisition.

The capital improvements plan shall be submitted to the board of selectmen and the finance committee on or before the first day of January of each year, or any other time fixed by by-law.

The board of selectmen shall, on or before the second Saturday of March or any other time fixed by by-law, accept the capital improvements plan with or without amendments.

The capital improvement plan shall be part of the joint budget review as specified in Section 6-5 a) and presented in a public forum to the finance committee and the board of selectmen prior to the Annual Town Meeting.

SECTION 6-8: COLLECTIONS

Except as otherwise provided by general law or by-law all monies and fees received by any department, officer, or multiple member body shall be paid forthwith into the town treasury. The Treasurer/Collector shall use any and all means necessary to collect taxes in accordance with General Laws. The Treasurer/Collector shall use only those agreements consistent with the Massachusetts Department of Revenue guidelines when entering into any tax payment agreements.

SECTION 6-9: PUBLIC RECORDS

The budget and the capital improvements plan shall be public records, and copies shall be available for inspection at the office of the town clerk and posted to the town's web site.

ARTICLE 7

GENERAL PROVISIONS

SECTION 7-1: CHARTER CHANGES

This charter may be replaced, revised or amended in accordance with any procedures made available by Articles eighty-nine (89) and one hundred thirteen (113) of the amendments to the Constitution of the Commonwealth, commonly known as the Home Rule Amendment, and by Massachusetts General Laws, Chapter 43B, commonly known as the Home Rule Procedures Act.

SECTION 7-2: SEVERABILITY

The provisions of this charter are severable. If any provision of this charter is held invalid, the other provisions of this charter shall not be affected thereby. If the application of this charter or any of its provisions to any person or circumstance is held invalid, the application of this charter and its provisions to other persons and circumstances shall not be affected thereby.

SECTION 7-3: SPECIFIC PROVISIONS TO PREVAIL

To the extent that any specific provision of this charter shall conflict with any provision expressed in general terms, the specific provisions shall prevail.

SECTION 7-4: NUMBER AND GENDER

Words importing the singular number may extend, and may be applied to several persons or things; words importing the plural number may include the singular, words importing the feminine gender shall include the masculine gender, words importing the masculine gender shall include the feminine gender.

SECTION 7-5: DEFINITIONS

Unless another meaning is clearly apparent from the manner in which the word is used, the following words as used in this charter shall have the following meanings:

- a) Charter - The word *charter* shall mean in this charter and any amendments to it which may hereafter be adopted.
- b) Citizen Petition – A written request made to an official person or organized body stating a specific desired action of that official person or organized body with the required number of signatures of registered voters of the town. The written request shall not be valid unless the required number of registered voters not only sign their names but also state their residence, with street and number, if any. The signatures must also be certified by the Town Clerk.

- c) Commonwealth - The word *Commonwealth* shall mean the Commonwealth of Massachusetts.
- d) Days - The word *days* means working days, not including Saturdays, Sunday and legal holidays when the time set is less than seven (7) days. When the time set is seven (7) days or more, every day shall be counted, unless otherwise specified as "working days", in which case Saturdays, Sundays and legal holidays will not be counted.
- e) Emergency - The word *emergency* shall mean a sudden, unexpected, unforeseen happening, occurrence, event or condition which necessitates immediate action.
- f) General laws - The words *general laws* (all lower case letters) shall mean laws which apply to all cities and towns, to all towns, or to a class of municipalities of which Maynard is a member.
- g) General Laws - The words *General Laws* (used with initial capital letters) shall refer to Massachusetts General Laws, a codification and revision of statutes enacted on December 22, 1920, and including all amendments thereto subsequently adopted.
- ~~h) Local Publication - The words *local publication* shall mean a publication of general circulation in the Town of Maynard.~~
- h) Majority Vote - The words *majority vote* shall mean a majority of those present and voting, provided that a quorum of the body is present when the vote is taken, unless a higher number is required by law.
- i) Multiple Member Body - The words *multiple member body* shall mean any town body consisting of two or more persons and whether styled board, commission, committee, subcommittee, or otherwise and however elected or appointed or otherwise constituted.
- k) Precincts - The word *precincts* shall mean the areas of the Town of Maynard into which the town is divided for the purposes of voting.
- k) Public Notification - The words *public notification* shall mean a publication of general circulation and the official town website for the Town of Maynard.
- l) Quorum - The word *quorum* unless otherwise required by law or this charter, shall mean a majority of the members of a multiple member body then in office, not including any vacancies, which might then exist.
- m) Town - The word *town* shall mean the Town of Maynard.
- n) Town Agency - The words *town agency* shall mean any board, commission, committee, department, division or office of town government.

o) Town Bulletin Board - The words *town bulletin board* shall mean the bulletin board in the town building on which official town notices are posted and those at other locations within the town which may from time to time be designated as town bulletin boards by by-law, or by vote of the board of selectmen.

p) Town Officer or Town Official - The words *town officer or town official* when used without further qualification or description, shall mean a person having charge of an office or department of the town who in the exercise of the powers or duties of that position exercises some portion of the sovereign power of the town, is elected or appointed, paid or unpaid.

q) Voters - The word *voters* shall mean registered voters of the Town of Maynard.

SECTION 7-6: RULES AND REGULATIONS

A copy of all rules and regulations adopted by any town agency shall be filed in the office of the town clerk. No rule or regulation adopted or changed by any town agency shall become effective until ten (10) days following the date it has been filed in the office of the town clerk.

SECTION 7-7: PERIODIC REVIEW

a) Charter - At least once every ten (10) years, in each year ending in a one (1), a special committee to consist of nine (9) members shall be established for the purpose of reviewing this charter and to make a report, with recommendations, to the town meeting concerning any proposed amendments which said committee may determine to be necessary or desirable. The committee shall consist of nine (9) who shall be chosen as follows: the board of selectmen, the school committee, the housing authority and the board of library trustees shall designate one (1) person; the finance committee shall designate two (2) persons and three (3) persons shall be appointed by the town moderator. Persons appointed by the said agencies may, but need not, be members of the agency by which they are designated. The committee shall meet to organize forthwith following the final adjournment of the annual town meeting.

b) Bylaws - Forthwith following the passage of a revised charter at ~~a~~Annual ~~t~~Town ~~m~~Meeting, a special committee of seven (7) members shall be appointed by the town moderator to revise the by-laws of the town to fully implement the provisions of this charter. The said committee shall submit a report and recommendations to the town meeting for adoption by a warrant article at the annual town meeting held in the year following the year in which this charter is adopted. At least two (2) members of the said committee shall have been members of the charter review committee. Upon submission of said report and recommendations to the town meeting, this special committee shall be discharged.

c) Copies of the said by-laws and this charter shall be made available in suitable form in the office of the town clerk. An amount not to exceed the actual cost per copy of reproduction may be charged.

SECTION 7-8: REMOVALS AND SUSPENSIONS

Except for the town administrator, whose removal and suspension are covered in Article 4, sections 4-1 and 4-5 of this charter, any appointed officer, member of a multiple member body or employee of the town not subject to the provisions of the state civil service law, or covered by the terms of a collective bargaining agreement which provides a different method, and whether appointed for a fixed or an indefinite term, may be suspended or removed from office, without compensation, by the ~~appointing authority~~ town administrator or in the case of appointees of the board of selectmen, the board of selectmen shall be the solely responsible for removal and suspension, for ~~good~~ cause. The term “for cause” shall include, but not be limited to the following: incapacity, inefficiency, neglect, insubordination, or misconduct.

~~incapacity other than temporary illness, inefficiency, insubordination and conduct unbecoming the office.~~

Any appointed officer, member of a multiple member body or employee of the town may be suspended from office by the town administrator ~~appointing authority~~ if such action is deemed by said town administrator ~~appointing authority~~ to be necessary to protect the interests of the town. However, no suspension shall be for more than fifteen (15) days. Suspension may be coterminous with removal and shall not interfere with the rights of the officer or employee under the removal procedure given below.

The town administrator ~~appointing authority~~, when removing any such officer, member of a multiple member body or employee of the town, shall act in accordance with the procedures set forth in G.L. c. 30A §20. ~~following procedure:~~

- a) ~~A written notice of the intent to remove and a statement of the cause or causes therefore shall be delivered in hand, or by registered mail, return receipt requested, or by any other service providing proof of delivery, to the last known address of the person sought to be removed.~~
- b) ~~Within five (5) days following delivery of such notice, the officer, member of a multiple member body or employee of the town may request a public hearing at which such person may be represented by counsel, shall be entitled to present evidence, call witnesses and to question any witness appearing at the hearing.~~
- c) ~~Between one (1) and ten (10) days after the public hearing is adjourned, or if the officer, member of a multiple member body or employee of the town fails to request a public hearing between six (6) and fifteen (15) days after delivery of the notice of intent to remove, the appointing authority shall take final action, either removing the officer, member of the multiple member body or employee of the town or notifying such person that the notice is rescinded. Failure of the appointing authority to take any action within the time periods as stated in this section shall be deemed a rescission of the original notice and the officer, member of a multiple member body or employee of the town shall, forthwith, be reinstated.~~

Nothing in this section shall be construed as granting a right to such a hearing when the person who has been appointed for a fixed term is not reappointed when the original term expires.

SECTION 7-9: PROCEDURES GOVERNING MULTIPLE MEMBER BODIES

a) Meetings - All multiple member bodies shall meet regularly at such times and places within the town as they may by their own rules prescribe. Times and places for all regularly scheduled meetings shall be posted on the town bulletin board.

Special meetings of any multiple member bodies shall be held on the call of the respective chairperson or by one-third of the members thereof by suitable written notice delivered to the residence or place of business of each member and shall be posted on the town bulletin board at least forty-eight (48) hours in advance of the time set.

Except as authorized by law, all meetings of all multiple member bodies shall be open and public. All meetings shall be held in places to which members of the public have a convenient right of access.

b) Rules and Journal - Each multiple member body shall determine its own rules and order of business unless otherwise provided by this charter or by by-law and shall provide for the keeping of a journal of its proceedings. These rules and journals shall be public records, and shall be kept available for public inspection.

c) Voting - Except on procedural matters all votes of all multiple member bodies shall be a call of the roll and the vote of each member shall be recorded in the journal, provided, however, that if the vote is unanimous only that fact need be recorded.

~~d) Quorum - A majority of the members of the multiple member body then in office shall constitute a quorum.~~

e) d) Filling of Vacancies - Whenever a vacancy shall occur in the membership of an appointed multiple member body the remaining members shall forthwith give written notice of such vacancy to the appointing authority. If, at the expiration of thirty (30) days following the delivery of such notice to the appointing authority said appointing authority has not appointed some person to fill the vacancy the remaining members of the multiple member body shall fill such vacancy for the remainder of any unexpired term by majority vote of the remaining members.

SECTION 7-10: NOTICE OF VACANCIES

Any vacancies for boards, commissions, committees or positions for employment, paid or unpaid will be kept as list by the tTown cClerk and updated and or reviewed quarterly by the tTown cClerk. Furthermore the Ttown cClerk will publish said list in a paper of local circulation in January of each year and have available on the official town website and in the cClerk's oOffice for public review. All employment opportunities must be approved by the tTown aAdministrator for advertising; said approval will be submitted to the tTown cClerk for posting and advertising. Unless provided by by-law, whenever a vacancy occurs in any town office, position or

~~employment, or whenever by reason of a pending retirement or expiration of a fixed term a vacancy can be anticipated, the appointing authority shall forthwith cause public notice of such vacancy to be advertised in a local publication for two (2) weeks, posted on the town bulletin board in the town building for not less than fourteen (14) days and if available, on the town website and local cable access station for the duration of the posting. Such notice shall contain a description of the duties of the office, position or employment and a listing of the necessary or desirable qualifications to fill the office, position or employment. No permanent appointment to fill such office, position, or employment shall be effective until twenty one (21) days following the date such notice was initially advertised in a local publication to permit reasonable consideration of all applicants. This section shall not apply to positions covered by the civil service law and rules or if in conflict with the provisions of any collective bargaining agreement.~~

SECTION 7-11: LOSS OF OFFICE, EXCESSIVE ABSENCE

~~If any person appointed to serve as a member of a multiple member body shall fail to attend four (4) or more regularly scheduled consecutive meetings, or one half or more of all the meetings of such body held in one calendar year, or refuses to communicate with or appear before the board of selectmen when invited, that appointed official may be removed from his or her position in accordance with Section 7-8 herein and G.L. c. 30A §20. ~~the remaining members of the multiple member body may, by a majority vote of the remaining members of the multiple member body, declare the office to be vacant, provided, however, that not less than ten (10) days prior to the date said vote is scheduled to be taken, the body has given in hand, or mailed, by registered mail, return receipt requested, or by any other service providing proof of delivery, notice of such proposed or pending vote to the last known address of such person.~~~~

SECTION 7-12: TERMS OF OFFICE

Notwithstanding any other provision of this charter which may appear to be to the contrary, whenever a person after having served for the initial term of years in a full time appointed town office, including, but not limited to the offices of town clerk, town accountant and town treasurer-collector, is reappointed to the same office to succeed herself/himself, such reappointment shall be for an indefinite term not subject to further periodic reappointment, provided however, that the reappointment provision shall apply only those incumbents in such offices who have been reappointed at least once, and the reappointment provision shall expire upon the vacating of office of any such incumbents. All such offices shall be subject to removal and/or suspension in accordance with the procedures of section 7-8 of this charter and G.L. c. 30A §20.

All appointed board, commission and committee members must comply with state and federal certifications and licensures as required by law or regulation. Furthermore, all members or the chair of said boards, commissions or committees may be requested to appear before the board of selectmen from time to time and as needed. Failure to appear may be considered a reason for removal or non-reappointment as set forth above.