

## FINANCE COMMITTEE BYLAW

Section 1. There shall be a Finance Committee, as authorized by the General Laws, Chapter 39, section 16, consisting of no fewer than five (5) and no more than nine (9) members, all of whom shall be registered voters of the Town. No appointed or elected official of the Town, except for a member serving on the Personnel Board, Capital Budget Committee, Affordable Housing Trust, Community Preservation Committee or a building or public works committee, shall be eligible to serve simultaneously on the Finance Committee. Commencing on the effective date of this bylaw, the Moderator shall appoint members to staggered terms. A quorum of the Finance Committee shall be a majority of the number of members. No committee member shall serve for more than three (3) consecutive terms. Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, Capital Budget Committee, Affordable Housing Trust, Community Preservation Committee or a building or public works committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee. Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members, present and voting. Said Committee shall choose its own officers. The members of said Committee shall serve without salary.

Section 2. The Finance Committee may employ, subject to an appropriation therefor, an Executive Secretary.

Section 3. In the event of any vacancy in its membership, the Finance Committee shall notify the Moderator in writing, and the Moderator shall thereupon fill such vacancy.

Section 4. The Finance Committee shall consider all matters of business included within the articles of any Warrant for a Town Meeting, and shall after due consideration report thereon in print its recommendation as to each article. The Finance Committee shall cause its report to be delivered or mailed to each place of residence in Town where at least one (1) registered voter resides at least fourteen (14) days in advance of a Town Meeting. The said delivery or mailing of this report shall not constitute a legal prerequisite for any Town Meeting or affect the validity of any other action taken thereat. The report shall state the total amount of the appropriations on the entire warrant and the approximate effect on the tax rate based on such appropriations. The report shall also state the same information with regard to the warrant articles receiving their affirmative recommendation. The report for the annual Town Meeting shall contain a statement of the doings of the Committee during the year, with such recommendations or suggestions as it may deem advisable on any matters pertaining to the welfare of the Town. It may issue recommendations on referenda and other matters on any ballot other than the choice of individuals for offices.

Section 5. 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 expert and other assistance as it may deem advisable for that purpose and the inspection of the Committee and any person employed by it for that purpose. The Committee may appoint sub-committees and delegate to them such of its powers as it deems expedient.

Section 6. The various Town boards, officers and committees charged with the expenditure of Town money and those voters submitting special articles authorizing expenditures of Town money shall, not later than the fifteenth of January of each year, prepare in duplicate on forms provided by the Finance Committee for the purpose, detailed estimates of the amounts deemed by them necessary for the administration of the respective offices or departments for the ensuing fiscal year, with explanatory statements of the reasons for any changes from the amounts appropriated for the same purpose in the

preceding year. They shall also prepare, in like form, estimates of all probable items of income which may be received by them during the ensuing year in connection with the administration of their departments or offices, and a statement of the amount of appropriation requested by them for the ensuing fiscal year. Such estimates and statements shall be filed with the Finance Committee who shall at once transmit a copy of same to the Town Accountant.

Section 7. The Finance Committee shall duly consider the estimates and statements filed by the Town boards, officers and committees, and may confer with said boards, officers and committees and hold hearings, if they deem it advisable. The Finance Committee shall thereupon recommend such sums and in such division of items as it considers necessary and convenient.

Section 8. Upon approval of this bylaw, the previous bylaw established under Article 2 of the Special Town Meeting of November 21, 1966, is superseded.

Adopted:	February 7, 1955
Approved by Attorney General:	
Amended by Town Meeting:	November 21, 1966
Approved by Attorney General:	
Amended by Town Meeting:	March 10, 1969
Approved by Attorney General:	July 28, 1969
Amended by Town Meeting:	March 5, 1974
Approved by Attorney General:	April 9, 1974
Amended by Town Meeting:	November 9, 1981
Approved by Attorney General:	February 25, 1982
Amended by Town Meeting:	May 29, 1990
Approved by Attorney General:	September 13, 1990
Amended by Town Meeting:	May 21, 2008
Approved by Attorney General:	September 23, 2008
Amended by Town Meeting:	May 14, 2013
Approved by Attorney General:	October 15, 2013
Amended by Town Meeting:	May 13, 2014
Approved by Attorney General:	July 8, 2014