

SENATE No. 02113

[LOCAL APPROVAL RECEIVED.]

The Commonwealth of Massachusetts

PRESENTED BY:

Therese Murray

To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:

The undersigned legislators and/or citizens respectfully petition for the passage of the accompanying bill:

An act amending the charter of the town of Bourne.

PETITION OF:

NAME:	DISTRICT/ADDRESS:
<i>Therese Murray</i>	<i>Plymouth and Barnstable</i>
<i>David T. Vieira</i>	<i>3rd Barnstable</i>
<i>Susan Williams Gifford</i>	<i>2nd Plymouth</i>

SENATE No. 02113

By Ms. Murray, a petition (accompanied by bill, Senate, No.) of Therese Murray for legislation to amend the charter of the town of Bourne. [Local Approval Received.]
Municipalities and Regional Government.

The Commonwealth of Massachusetts

In the Year Two Thousand Twelve

An act amending the charter of the town of Bourne.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 PREAMBLE

2 We, the people of Bourne, in order to reaffirm the customary and traditional liberties of the
3 people with respect to the conduct of our local government and to take the fullest advantages
4 inherent in the home rule amendment, article LXXXIX of the amendments to the Constitution of
5 the Commonwealth, do hereby adopt the following home rule charter for the town of Bourne.

6 Article 1

7 Existence and Authority.

8 Section 1-1: Incorporation.

9 The inhabitants of the town of Bourne within the territorial limits established by law shall
10 continue to be a body corporate and politic under the name "Town of Bourne."

11 Section 1-2: Charter and Form of Government.

12 This instrument shall be known and may be cited as the Bourne home rule charter. This
13 charter provides for an open town meeting, board of selectmen, town administrator form of
14 government.

15 Section 1-3: Division of Powers.

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

19 Section 1-4: Powers of the Town; Intent of the Voters.

20 It is the intent and purpose of the voters of the town of Bourne, through the adoption of
21 this charter, to secure for the town all of the powers possible under the Constitution and laws of
22 the commonwealth, as fully and as completely as though each power were specifically and
23 individually enumerated herein.

24 Section 1-5: Interpretation of Powers.

25 The powers of the town under this charter shall be construed and interpreted liberally in
26 favor of the town and the specific mention of any particular power shall not limit in any way the
27 general powers of the town as stated in section 1-4.

28 Section 1-6: Intergovernmental Relations.

29 The town may enter into agreements, by contract or otherwise, with any other unit of
30 government to perform any of its powers or functions jointly or in cooperation with any other
31 unit of government.

32 Article 2

33 Legislative Branch.

34 Section 2-1: Open Town Meeting.

35 The legislative powers of the town shall continue to be exercised by a town meeting open
36 to all voters.

37 Section 2-2: Presiding Officer.

38 The town moderator, elected as provided in section 6-2, shall preside at all sessions of the
39 town meeting, shall regulate the proceedings at town meeting, shall decide all questions of order
40 and shall make public declarations of all votes.

41 Section 2-3: Time of Meetings.

42 The annual town meeting shall convene at such time as provided by by-law. Special
43 town meetings shall be convened at such times as may be called by the board of selectmen, by
44 petition of the voters as provided by law or at such other times as may be provided by by-law.

45 Section 2-4: Warrants.

46 A town meeting shall be called by a warrant issued by the board of selectmen, which
47 shall state the date, time and location at which the meeting is to convene and, by separate

48 articles, the subject matters to be acted upon. The publication of the warrant for a town meeting
49 shall be in accordance with town by-laws governing such matters.

50 Section 2-5: Initiation of Warrant Articles.

51 (a) The board of selectmen shall receive at any time before the warrant closes and insert
52 in the warrant all petitions addressed to it which request the submission of any matter to the town
53 meeting and which are submitted to it by: (1) an elected town officer; (2) a town elected or
54 appointed multiple member body acting by vote of a majority of its members; (3) 10 or more
55 voters stating their residences with street numbers, if any, subject to the subsequent certification
56 by the board of registrars that at least 10 per cent of the signers are voters; provided, however,
57 that in the case of a special town meeting, the number of voters shall be 100 or 10 per cent of the
58 total amount of voters in the town, whichever is lesser; and (4) the town administrator.

59 (b) The board of selectmen shall close the warrant not less than 75 days prior to the date
60 for the annual town meeting and not less than 45 days prior to the date for any special town
61 meeting. By four-fifths vote, the board of selectmen may waive the aforementioned requirements
62 for the special town meeting in case of emergency.

63 (c) The voter handbook shall include the text of any annual or special town meeting
64 warrant with the recommendations and counted votes of the finance committee, board of
65 selectmen and any other appointed or elected board or committee proposing an article. In the
66 voter handbook for the annual town meeting, the selectmen shall include the recommended
67 operating budget with revenue projections, the departmental goals for the upcoming fiscal year
68 and 5-year financial, debt and capital projections. The voter handbook shall be available to the

69 public at the town hall and the public library not less than 15 days before the annual town
70 meeting.

71 Section 2-6: Availability of Town Officials at Town Meetings.

72 Town officers, members of boards and commissions and department heads or their duly
73 designated representatives shall attend town meetings to furnish information when proposals
74 affecting their respective offices, boards, commissions or departments are included in the
75 warrant.

76 Section 2-7: Clerk of the Meeting.

77 The town clerk shall serve as clerk of the town meeting, shall give notice of all adjourned
78 sessions thereof, shall record its proceedings and perform such additional duties in connection
79 therewith as may be provided by the General Laws, this charter, by-law or other town meeting
80 vote.

81 Section 2-8: Rules of Procedure.

82 Except for provisions addressed in this charter, the town meeting may, by by-law,
83 establish and, from time to time, amend, revise or repeal rules governing the conduct of town
84 meetings.

85 Section 2-9: Finance Committee.

86 A finance committee shall be appointed as provided by by-law. Town employees,
87 including school employees, shall not be eligible for appointment to, or service on, the finance
88 committee. The finance committee shall choose from its members a chairperson and fill such
89 other offices as it may create.

90 Article 3

91 Executive Branch, Board of Selectmen.

92 Section 3-1: Term of Office, Composition.

93 There shall be a board of selectmen to consist of 5 members to be elected for 3-year
94 terms, so arranged that as nearly an equal number of terms as possible shall expire each year.
95 The board of selectmen shall also serve as sewer commissioners until such time as the town
96 adopts legislation creating a board of sewer commissioners.

97 Section 3-2: Vacancy.

98 A vacancy in the office of selectmen shall be filled in accordance with the General Laws.

99 Section 3-3: Policy Role.

100 The board of selectmen shall serve as the chief goal-setting and policy-making agency of
101 the town, keeping in mind the goals, policies and action items of the local comprehensive plan,
102 or LCP, and shall appoint a town administrator to carry out such policies. Policies, and goals
103 specific to each policy, shall be filed with the town administrator not later than 45 days after the
104 regular spring town election. An individual selectman shall have no independent authority
105 unless specifically voted by the board of selectmen. Selectmen shall deal with administrative
106 agencies and departments only through the town administrator.

107 Nothing in this section shall authorize a member of the board of selectmen, or a majority
108 of its members, to become involved in the day-to-day administration of a town agency. The
109 board of selectmen shall act only through the adoption of written policy goals, policies and

110 action items which shall be implemented by the town administrator and written in a policy book
111 that shall be available to the public for review.

112 Section 3-4: Powers and Duties.

113 Except as otherwise provided by this charter, all executive powers of the town shall be
114 vested in the board of selectmen and the board shall have all of the powers and duties given to
115 boards of selectmen under the Constitution and General Laws of the commonwealth, and such
116 additional powers and duties as may be authorized by this charter, by by-law or by town meeting
117 vote. The board of selectmen shall cause the laws and orders for the government of the town to
118 be enforced and shall cause a record to be kept of all its official acts.

119 Section 3-5: Appointing Powers.

120 The board of selectmen shall appoint the town administrator, town counsel, registrars of
121 voters, constables and members of all multi-member bodies for whom no other appointment
122 provision is made in this charter or by by-law. All boards, committees and commissions
123 appointed by the board of selectmen shall be responsible to the board of selectmen.

124 Section 3-6: Prohibitions.

125 (a) No member of the board of selectmen shall serve on an appointed town board established by
126 this charter, by by-law, by town meeting or by the board of selectmen for which the board of
127 selectmen is the appointing authority.

128 (b) No member of the board of selectmen shall hold any other elected town office or full-time
129 town employment during that member's term of office.

130 (c) No former member of the board of selectmen shall hold an appointed town office for which
131 compensation is paid or hold full-time town employment until 2 years after that former
132 member's term of office on the board has expired.

133 Section 3-7: Intergovernmental Relations.

134 Members of the board of selectmen shall represent the town on federal, state, regional
135 and intermunicipal committees or may designate a town employee or other person to represent
136 the town on those committees.

137 Section 3- 8: Rules of Procedure.

138 The board of selectmen shall adopt, make public and abide by its own rules of procedure
139 to govern the conduct of its meetings. An agenda shall be posted with each notice of public
140 meeting. A period of public comment shall be scheduled before the beginning of agenda items.
141 In addition, a public comment period shall be provided before any vote on a policy issue. The
142 board of selectmen may deviate from its agenda only for sudden, generally unexpected
143 occurrences or for circumstances demanding immediate action.

144 Article 4

145 Town Administrator.

146 Section 4-1: Appointment; Qualification; Term.

147 The board of selectmen shall appoint a town administrator search committee of not fewer
148 than 5 and not more than 9 residents of the community to assist the board of selectmen in the
149 recruitment and selection of the town administrator. If the board of selectmen does not select 1
150 of the candidates presented by the search committee within 30 days, then the search committee

151 shall resume its search and submit an additional list of candidates to the board of selectmen
152 within 60 days after it resumes the search.

153 The board of selectmen, by an affirmative vote of 4 members, shall appoint the town
154 administrator for an indefinite term and fix the town administrator's compensation within the
155 amount annually appropriated for that purpose. The town administrator shall be appointed solely
156 on the basis of executive and administrative qualifications.

157 The town administrator shall be a professionally qualified person of proven ability,
158 especially fitted to perform the duties of the office by education, training and previous
159 experience in municipal administration. The town administrator shall have at least a bachelor's
160 degree, but preferably a master's degree, in public administration, business management or a
161 related field, at least 7 years experience in an upper level executive municipal position or any
162 equivalent combination of education and experience. The town administrator need not be a
163 resident of the town when appointed but shall establish primary residence within Barnstable,
164 Bristol or Plymouth county with 1 year after the date of appointment; provided, however, that the
165 board of selectmen may, by simple majority vote of the selectmen in office at the time of
166 appointment, extend to a time certain the time for establishing residence or otherwise allow the
167 town administrator to reside outside of those counties.

168 The town administrator shall devote full time to the office and shall not hold any other
169 public office, elective or appointive, or engage in any other business or occupation during the
170 administrator's term unless such action has been approved in writing in advance of such action
171 by the board of selectmen. The town may from time to time, by by-law, establish such additional
172 qualifications as it deems necessary and appropriate.

173 Section 4-2: Relationship of the Town Administrator and the Board of Selectmen.

174 The town administrator shall be the primary officer responsible for the implementation of
175 the broad policy directives of the board of selectmen and for the attainment of yearly goals. The
176 daily administration of the affairs of the town shall be the responsibility of the town
177 administrator only. The town administrator may create advisory ad hoc committees to assist in
178 the execution of the town administrator's duties.

179 The town administrator shall be evaluated by the board of selectmen annually for the
180 town administrator's ability to effectuate policy, to accomplish goals established by the board of
181 selectmen, to effectively administer town government and to properly supervise all municipal
182 employees, except school employees.

183 Section 4-3: Vacancy in Office.

184 Any permanent vacancy in the office of town administrator shall be filled as soon as
185 possible by the board of selectmen. Pending the appointment of a town administrator, the board
186 of selectmen shall, within 30 days, appoint some other qualified person to serve as the acting
187 town administrator.

188 Section 4-4: Temporary Absence.

189 The town administrator may, by letter filed with the town clerk and board of selectmen,
190 designate as acting town administrator, a qualified officer or employee of the town, to perform
191 the duties of the town administrator during a temporary absence or disability. If the absence or
192 disability exceeds 30 days, any designation made by the town administrator shall be subject to
193 the approval of the board of selectmen. If the town administrator fails to make a designation or if

194 the person so designated is unable to serve, the board of selectmen may designate some other
195 qualified employee of the town to perform the duties of the town administrator until the town
196 administrator shall return.

197 Section 4-5: Procedures for Removal of Town Administrator.

198 The board of selectmen, by an affirmative vote of 4 of its members, may initiate the
199 removal of the town administrator by adopting a preliminary resolution of removal. The
200 resolution shall set forth in reasonable detail the reasons for such removal. The preliminary
201 resolution may suspend the town administrator for a period not to exceed 30 days. The resolution
202 shall be delivered to the town administrator forthwith upon its adoption. The administrator,
203 within 5 days of receipt of the resolution of removal, may request a public hearing by the board
204 of selectmen on the reasons stated in the resolution of removal. The board of selectmen shall
205 convene the requested hearing not less than 7 and not more than 30 days after receipt of the
206 request by the town administrator. The town administrator may be represented by counsel of the
207 town administrator's choosing, may call and question witnesses and may file a statement on the
208 town administrator's own behalf.

209 If the town administrator does not request a public hearing, then the board of selectmen
210 may adopt a final resolution of removal not earlier than 10 days after the delivery of the
211 preliminary resolution of removal and not later than 20 days after the delivery of the preliminary
212 resolution. If the town administrator requests a public hearing, the board of selectmen may adopt
213 a final resolution of removal not earlier than 5 days and not later than 10 days after the close of
214 the public hearing. A final resolution of removal shall have an affirmative vote of 4 members of

215 the board of selectmen. Failure to adopt a final resolution of removal within the time limits set
216 forth herein shall nullify the preliminary resolution of removal.

217 The action of the board of selectmen in suspending or removing the town administrator shall be
218 final. The town administrator shall continue to receive the town administrator's salary until a
219 final resolution of removal becomes effective.

220 Section 4-6: Powers and Duties.

221 The town administrator shall be the chief administrative officer of the town. The town
222 administrator shall be responsible to the board of selectmen for the proper administration of all
223 town affairs placed in the town administrator's charge by or under the charter. The town
224 administrator shall have the following powers and perform the following duties:

225 (a) implement and carry out all policies and goals established by the board of selectmen;

226 (b) appoint and, in appropriate circumstances, remove, subject to civil service laws and
227 collective bargaining agreements where applicable, all department heads and employees,
228 including members of the board of assessors and other employees for whom no other
229 appointment provision is made in this charter; provided, however, that appointments made by the
230 town administrator shall be effective immediately; provided further, that an appointment of a
231 department head or member of the board of assessors shall become effective on the fifteenth day
232 after the day on which notice of the proposed appointment is filed with the board of selectmen
233 unless a majority of the board of selectmen votes to reject the appointment within that period.

234 (c) prepare and submit an annual operating budget and capital improvement program and
235 budget in accordance with sections 7-1 and 7-2 of this charter;

236 (d) investigate or inquire into the affairs of a town department under the jurisdiction of
237 the town administrator or, when authorized by the board of selectmen, investigate or inquire into
238 the affairs of any other town department;

239 (e) attend all regular and special meetings of the board of selectmen, unless unavailable
240 for reasonable cause; provided, however, that the town administrator shall have a voice, but no
241 vote, in all proceedings of the board of selectmen;

242 (f) keep the board of selectmen fully informed as to the needs of the town and make
243 recommendations to the board;

244 (g) inform the board of selectmen on departmental operations, fiscal matters and
245 administrative actions and provide regular periodic reports to the board of selectmen;

246 (h) inform the board of selectmen of the availability of public and private funding
247 opportunities;

248 (i) administer personnel policies, practices, rules and regulations, compensation plans and
249 related matters for all municipal employees, except school employees;

250 (j) be responsible for the negotiation, administration and enforcement of collective
251 bargaining agreements and other employment agreements, exclusive of the schools, on behalf of
252 the board of selectmen;

253 (k) have jurisdiction over all town property, insuring that a full inventory of all real and
254 personal property is kept, excluding property under the jurisdiction of the school committee;

255 (l) be responsible for and oversee the purchase of all supplies, materials, services and
256 equipment and approve the award of all contracts for all town departments; provided, however,

257 that the town administrator shall secure the approval of the board of selectmen for contracts of 3
258 or more years;

259 (m) fix the compensation of all town employees and officers appointed by the town
260 administrator within the limits of the town's compensation plan, collective bargaining
261 agreements and other employment agreements;

262 (n) coordinate the activities of all appointed and elected boards, committees and
263 commissions; provided, however, that the town administrator may require elected boards and
264 individuals to meet with and provide information to the town administrator at reasonable times
265 for the purpose of coordination and financial planning;

266 (o) create new full-time, compensated positions, subject to the approval of the board of
267 selectmen and funding by the town meeting; provided, however, that the town administrator may
268 enter into employment contracts for these positions;

269 (p) supervise, direct and be responsible for the efficient administration of all officers
270 appointed by the town administrator and their respective departments, and for all functions for
271 which the town administrator is given responsibility, authority or control by this charter, by by-
272 law, by town meeting vote or by vote of the board of selectmen;

273 (q) delegate, authorize or direct any subordinate or employee appointed by the town
274 administrator to exercise any power, duty or responsibility which the office of the town
275 administrator is authorized to exercise; provided, however, that all such acts shall be deemed to
276 be the acts of the town administrator;

277 (r) administer and enforce either directly or through a person supervised by the town
278 administrator, in accordance with this charter, all provisions of law applicable to the town, all by-
279 laws and all regulations established by the board of selectmen; and

280 (s) attend all sessions of the town meeting to answer questions addressed to the town
281 administrator which are related to warrant articles and matters of general supervision of the town
282 administrator.

283 Article 5

284 Administrative Organization.

285 Section 5-1: Table of Organization.

286 The town administrator shall prepare for submission to the board of selectmen a table of
287 organization establishing personnel requirements within the town agencies created by the charter,
288 by by-law or by administrative code. The table of organization shall become effective unless
289 rejected by the board of selectmen within 30 days following its submission.

290 Section 5-2: Organization of Town Government.

291 Subject only to the express prohibitions in the Constitution, General Laws or this charter,
292 the town administrator may prepare a plan to organize, reorganize, consolidate or abolish any
293 town agency as the town administrator considers necessary or advisable. The town administrator
294 may prescribe the functions of any town agency and, for such purpose, transfer the powers and
295 duties and, so far as is consistent with the use for which the funds were voted by the town,
296 transfer the appropriations of 1 town agency to another; provided, however, that no function
297 assigned by this charter to a particular town agency may be discontinued or assigned to any other

298 town agency unless specifically authorized in this charter. The town administrator shall not be
299 prohibited by this charter from including the department of public works or the department of
300 integrated solid waste management in any plan to organize, reorganize, consolidate or abolish a
301 town agency that the town administrator considers necessary or advisable in accordance with this
302 section. Any proposed plan submitted under this section by the town administrator shall be
303 approved by an affirmative vote of 3 members of the board of selectmen.

304 Section 5-3: Public Hearing and Effective Date.

305 Before the board of selectmen approves a proposed plan under section 5-2, it shall hold 1
306 or more public hearings on the proposal, giving notice by publication in a local newspaper at
307 least 7 days in advance of the hearing. The notice shall describe the scope of the proposal and the
308 date and place where the hearing will be held. The selectmen shall have 14 days after the close of
309 the public hearing to propose amendments, if any, and vote on the final plan. The proposed
310 organization shall become effective not sooner than 60 days following the selectmen's vote on
311 the final plan. Where the reorganization moves a function or funding from 1 department to
312 another, voters may petition for a special town meeting to address those changes.

313 Section 5-4: Department of Public Works.

314 (a) There shall be a department of public works which shall be responsible for those
315 public works functions described in this article and as may be assigned from time to time by the
316 board of selectmen, town administrator or town meeting.

317 (b) The department of public works shall be under the direct control of a superintendent
318 of public works who shall be appointed by and who shall be directly responsible to the town
319 administrator. The superintendent of public works shall be a registered civil engineer or a person

320 otherwise especially suited by education, training and previous experience to perform the duties
321 of the office. The superintendent of public works shall keep full and complete records of the
322 doings of the superintendent's office and shall render a report of all operations to the town
323 administrator and board of selectmen as may be required. The superintendent shall keep the
324 town administrator fully advised as to the needs of the town within the scope of the
325 superintendent's duties.

326 (c) The department of public works shall include, but not be limited to, the following functions:
327 highways and streets; storm drains; tree and park maintenance; public sewers; rubbish collection;
328 and the maintenance and repair of town buildings, except school buildings unless requested by
329 the school committee and approved by the board of selectmen.

330 (d) The board of selectmen, acting through the town administrator, shall establish
331 priorities and policies to govern the operation of the department of public works.

332 Section 5-5: Department of Integrated Solid Waste Management .

333 (a) There shall be a department of integrated solid waste management responsible for
334 those solid waste functions described in this article and as may be assigned from time to time by
335 the board of selectmen, town administrator or town meeting;

336 (b) The department of integrated solid waste management shall be under the direct
337 control of a general manager of waste management who shall be appointed by and directly
338 responsible to the town administrator.

339 (c) The general manager shall be especially qualified by education, training and previous
340 experience to perform the duties of the office. The general manager shall keep full and complete

341 records of the doings of the office and report on all operations under its control to the town
342 administrator and board of selectmen as may be required. The general manager shall keep the
343 town administrator fully advised as to the needs of the town within the scope of its duties.

344 (d) The department of integrated solid waste management shall include, but not be
345 limited to, the following functions: sanitary landfill; composting and recycling

346 (e) The board of selectmen, acting through the town administrator, shall establish
347 priorities and policies to govern the operation of the department of integrated solid waste
348 management.

349 Section 5-6: Department of Finance.

350 (a) There shall be a department of finance responsible for the fiscal and financial affairs
351 of the town and for the coordination and overall supervision of all fiscal and financial activities
352 of all town government agencies. The department of finance shall include the functions of
353 accountant, treasurer, collector and assessors. The department of finance shall be responsible for,
354 and shall include, the following functions:

355 (1) coordination of all financial services and activities of town government;

356 (2) maintenance of all accounting records and other financial statements for all town
357 offices and agencies;

358 (3) payment of all financial obligations on behalf of the town;

359 (4) investment of town funds and management of debt;

360 (5) receipt of all funds due to the town from any source;

361 (6) maintenance of the system of property valuation under the direction of the board of
362 assessors;

363 (7) rendering of advice, assistance, guidance and recommendations to all other town
364 offices and agencies in any financial or fiscal affairs;

365 (8) monitoring throughout the fiscal year the expenditure of funds by town offices and
366 agencies;

367 (9) under the direction of the town administrator, supervise the purchase of all goods,
368 services, materials and supplies by the town;

369 (10) general supervision of related data processing functions, activities and equipment of
370 town offices and agencies; and

371 (11) such additional functions as may from time to time be assigned by the town
372 administrator.

373 (b) The director of finance shall be appointed as provided in subsection (b) of section 4-6.
374 The director of finance shall be especially fitted by education, training and experience to perform
375 the duties of the office. The director of finance may serve as town accountant, town treasurer,
376 town collector or principal assessor, but the finance director shall not serve as town accountant
377 and town treasurer or as town accountant and town collector simultaneously. At the discretion of
378 the town administrator, the director of finance may serve as the head of any division within the
379 department. The town administrator may also designate a person to serve as head of more than 1
380 division within the department. The director of finance shall be responsible to the town
381 administrator for the effective operation of the department of finance and all fiscal and financial

382 activities of town government. The director shall coordinate and provide overall supervision for
383 all activities of the department and, in consultation with the town administrator, may direct and
384 assign all personnel serving in that department. The director of finance shall be responsible to the
385 town administrator and shall have the following specific powers and duties, subject to the
386 direction of the town administrator:

387 (1) coordinating the financial functions of all departments and agencies and supervising
388 the following functions: accounting; treasury; tax collections; assessing-related data processing;
389 and budgeting and procurement and ensuring that each function is operating efficiently and in
390 accordance with applicable laws, by-laws, codes and accepted practices;

391 (2) planning, organizing and providing administrative direction for all financial functions;

392 (3) working with the town administrator to develop strategic financial plans and policies;

393 (4) compiling and submitting an annual operating budget and an annual capital
394 improvement plan to the town administrator; provided, however, that the director shall receive
395 all requests made for the expenditure of town funds from each town office and agency and shall
396 assemble all such requests into a form deemed to be best suited to show a complete financial
397 plan for all town funds and activities for the ensuing fiscal year; and provided further, that the
398 proposed budget shall show in detail all estimated income from the proposed property tax levy
399 and from every other source by category; and

400 (5) general oversight, throughout the year, of the expenditure of all town funds pursuant
401 to such budgets and expenditures as authorized by town meeting.

402 (c) There shall be a board of assessors, consisting of 3 members to be appointed by the
403 town administrator for overlapping 3-year terms. The board of assessors shall have all of the
404 duties and responsibilities assigned to boards of assessors by the General Laws.

405 (d) There shall be a town accountant appointed as provided for in subsection (b) of
406 section 4-6. The town accountant shall be qualified in accordance with the General Laws and
407 shall have a bachelor's degree in accounting and at least 3 years of prior full-time accounting
408 experience. The town accountant shall have all of the powers and duties conferred upon town
409 accountants by the General Laws. The town accountant shall be responsible to the finance
410 director and, in turn, to the town administrator for the proper performance of the town
411 accountant's duties.

412 (e) There shall be a town treasurer appointed as provided for in subsection (b) of section
413 4-6. The treasurer shall be especially fitted by education, training and experience to perform the
414 duties of the office. The treasurer shall have all of the powers and duties conferred and imposed
415 upon town treasurers by the General Laws, this charter and town by-laws. The town treasurer
416 shall be responsible to the finance director and, in turn, to the town administrator for the proper
417 performance of the town treasurer's duties.

418 (f) There shall be a town collector appointed as provided for in subsection (b) of section
419 4-6. The town collector shall be especially fitted by education, training and experience to
420 perform the duties of the office. The town collector shall have all of the powers and duties
421 conferred upon town collectors and tax collectors by the General Laws, this charter and town by-
422 laws. The town collector shall be responsible to the finance director and, in turn, to the town
423 administrator for the proper performance of the town collector's duties.

424 Article 6

425 Other Elected Town Boards and Officers.

426 Section 6-1: Other Elected Town Boards and Officers.

427 (a) Following the adoption of this charter, the only officers to be elected shall be the town
428 moderator, town clerk and a constable.

429 (b) Town boards to be elected in addition to the board of selectmen shall be:

430 (1) school committee;

431 (2) board of health;

432 (3) planning board;

433 (4) housing authority;

434 (5) recreation authority;

435 (6) trustees of Jonathan Bourne library;

436 (7) trustees of soldier's memorials;

437 (8) upper cape cod regional vocational technical school committee; and

438 (9) such town members of regional districts, multi-member bodies and authorities

439 as are now or may be established as elective offices by the General Laws, a

440 vote of town meeting or an intergovernmental agreement.

441 Section 6-2: Moderator.

442 There shall be a town moderator who shall be elected at the annual town election for a 1-
443 year term.

444 The town moderator, as provided in section 2-2, shall be the presiding officer at town meetings.

445 The town moderator shall have all of the powers and duties given to town moderators under the
446 Constitution and the General Laws and such additional powers and duties as may be authorized
447 by this charter, by by-law or by other town meeting vote.

448 The town moderator shall perform such other duties as may from time to time be assigned to the
449 office of town moderator by by-law or by other town meeting vote.

450 Section 6-3: Town Clerk.

451 There shall be a town clerk who shall be elected at the annual town election for a 3-year
452 term.

453 The town clerk shall keep the official records of the town, record vital statistics, issue
454 licenses and shall be the clerk of the board of registrars of voters. The town clerk shall have all of
455 the powers and duties of town clerks as provided by the General Laws, by this charter, by by-law
456 or by other town meeting vote.

457 Section 6-4: Constable.

458 There shall be a constable elected for a 3-year term.

459 The constable shall have all of the powers and duties given to constables under the
460 Constitution and the General Laws and such additional powers and duties as may be authorized
461 by this charter, by by-law or by other town meeting vote.

462 Section 6-5: School Committee.

463 There shall be a school committee to consist of 7 members who shall be elected for 3-year
464 overlapping terms.

465 The school committee shall have general charge of all public schools in the town and
466 shall have all of the powers and duties provided to school committees under the Constitution and
467 the General Laws and such additional powers and duties as may be authorized by this charter, by
468 by-law or by other town meeting vote.

469 Section 6-6: Board of Health.

470 There shall be a board of health to consist of 5 members who shall serve for 3-year
471 overlapping terms.

472 The board of health shall be responsible for the formulation and enforcement of rules and
473 regulations affecting the environment and the public health. It shall have all of the powers and
474 duties given to boards of health under the Constitution and the General Laws and such additional
475 powers and duties as may be authorized by this charter, by by-law or by other town meeting
476 vote.

477 Section 6-7: Planning Board.

478 There shall be a planning board to consist of 9 members who shall be elected for 3-year
479 overlapping terms.

480 The planning board shall make studies and prepare plans concerning the development of
481 the town. The planning board shall prepare the town local comprehensive plan and submit it to
482 the town meeting. It shall hold public hearings and make recommendations to town meeting on

483 all warrant articles seeking to amend the town zoning by-laws. The planning board shall have all
484 of the powers and duties given to planning boards under the Constitution and the General Laws
485 and such additional powers and duties as may be authorized by this charter, by by-law or by
486 other town meeting vote.

487 Section 6-8: Housing Authority.

488 There shall be a housing authority to consist of 5 members, 4 of whom shall be elected
489 and 1 of whom shall be appointed by the secretary of housing and community development or as
490 otherwise provided by law. Housing authority members shall serve for 3-year terms so arranged
491 that as nearly an equal number of terms as possible shall expire each year.

492 The housing authority shall have all of the powers and duties given to housing authorities
493 under the Constitution and the General Laws and such additional powers and duties as may be
494 authorized by this charter, by by-law or by other town meeting vote.

495

496 Section 6-9: Recreation Authority.

497 In accordance with chapter 820 of the acts of 1970, there shall be a Bourne Recreation
498 Authority to consist of 5 members. One member shall be appointed by the governor and 4
499 members shall be elected for 3 year terms. The Bourne Recreation Authority shall have all of the
500 powers and duties specified in said chapter 820.

501 Section 6-10: Trustees of the Jonathan Bourne Library.

502 There shall be a library board to be known as the trustees of the Jonathan Bourne library
503 to consist of 6 members who shall be elected for 3-year overlapping terms.

504 The trustees shall have the custody and management of the library and all property of the town
505 related thereto. All money raised or appropriated by the town for its support and maintenance
506 shall be expended by the trustees and all money or property that the town may receive for the
507 library by gift or bequest shall be administered by the trustees in accordance with the gift or
508 bequest. The trustees of the Jonathan Bourne library shall have all of the powers and duties given
509 to boards of library trustees under the Constitution and General Laws and such additional powers
510 and duties as may be authorized by this charter, by by-law or by other town meeting vote.

511 Section 6-11: Trustees of the Soldiers' Memorials.

512 In accordance with section 105 of chapter 41 of the General Laws, there shall be a
513 trustees of soldiers' memorials to consist of 6 trustees, 5 of whom shall be elected for 3 year
514 terms so arranged that as nearly an equal number of terms as possible shall expire each year and
515 1 of whom shall be the chairman of the board of selectmen.

516 Section 6-12: Upper Cape Cod Regional Vocational Technical School Committee.

517 There shall be 2 Bourne residents elected to the upper Cape Cod regional vocational
518 technical school committee. Members shall serve for terms of 4 years so arranged that the terms
519 of the members shall overlap.

520 Article 7

521 Finance and Fiscal Procedures.

522 Section 7-1: Budget Process.

523 Prior to the annual town meeting and within a time fixed by by-law, the town
524 administrator shall submit to the board of selectmen a proposed operating budget and a capital

525 program and capital budget for all town departments, including the school department, for the
526 ensuing fiscal year. The proposed budget shall be accompanied by a budget message and
527 supporting documents. The budget message shall explain the budget both in fiscal terms and in
528 terms of work programs. The proposed budget shall be balanced and shall show both proposed
529 expenditures and anticipated revenue. The proposed budget shall provide a complete fiscal plan
530 of all town funds and activities and shall be in the form the town administrator deems desirable
531 or as the board of selectmen requires. The proposed budget shall include a listing of the funds
532 requested by town departments and agencies. The board of selectmen shall review the proposed
533 budget and capital plan and make such changes as the board deems appropriate prior to
534 transmitting the budget and capital plan to the finance committee. The school committee budget
535 shall be submitted to the town administrator in sufficient time to enable the town administrator to
536 consider the effect of the school department's requested appropriation on the total town budget
537 and make recommendations on same.

538 Section 7-2: Capital Improvement Program and Capital Budget.

539 The town administrator, in conjunction with any committee established for such purpose,
540 shall annually submit a capital improvement program to the board of selectmen prior to the date
541 fixed by by-law and prior to the submission of the operating budget. The capital improvement
542 plan shall include a clear summary of its contents, an itemization of all capital improvements,
543 including those of the school department, proposed to be undertaken during the next 5 fiscal
544 years with supporting data, cost estimates, methods of financing and recommended time
545 schedules and the estimated annual cost of operating and maintaining the facilities included. The
546 first year's budget would be the capital budget.

547 Section 7-3: Long-Term Financial Forecast.

548 The town administrator shall prepare annually a 5-year financial forecast of town
549 revenue, expenditures and general financial condition of the town. The forecast shall include, but
550 not be limited to, the identification of factors which impact the financial condition of the town,
551 revenue and expenditure trends; potential sources of new or expanded revenues and any long or
552 short term actions which may be taken that will enhance the financial condition of the town. The
553 forecast shall be submitted to the board of selectmen and the board of selectmen shall make it
554 available to the public for inspection.

555 Section 7-4: Finance Committee Action.

556 The board of selectmen shall submit the operating budget and the capital improvement
557 program and capital budget to the finance committee by a date fixed by by-law. The finance
558 committee, upon receipt of the operating and capital improvement program and capital budget
559 from the board of selectmen, shall consider in public meetings the detailed expenditures for each
560 town department and agency and shall conduct 1 or more public hearings on the proposed
561 operating and capital budgets, including the school budget. The finance committee shall issue its
562 recommendations in a detailed written report, which shall include the fiscal and tax implications
563 of the proposed budget, a statement outlining its support or opposition to the proposed budget or
564 any sections thereof and its vote, by roll call, on all warrant articles.

565 The finance committee shall make copies of its report available to the voters in the town
566 hall and the public library at least 21 days before the scheduled date of the town meeting. The
567 report shall be prepared in sufficient time to be incorporated into the annual town meeting voter
568 handbook.

569 The finance committee may request the town administrator to provide necessary
570 information from any town agency and the town administrator shall promptly respond to such
571 requests. The office of the town administrator shall provide staff support to the finance
572 committee in issuing its recommendations on the operating budget and capital improvement
573 program. The budget to be acted upon by the town meeting shall be the budget approved by the
574 board of selectmen.

575 Section 7-5: Approval of Warrants for Payment.

576 Warrants for payments of town funds, authorized and prepared by the town accountant, shall be
577 submitted to the town administrator for approval. The approval of any such warrant by the town
578 administrator shall be sufficient authority to authorize payment by the town treasurer.

579 Article 8

580 General Provisions.

581 Section 8-1: Charter Changes.

582 (a) This charter may be replaced, revised or amended in accordance with the procedures
583 made available by article LXXXIX of the amendments to the Constitution of the Commonwealth
584 and any legislation enacted to implement said article LXXXIX.

585 (b) At least once every 5 years a special committee shall be appointed by the board of
586 selectmen to review the charter and make a report to the town meeting concerning any proposed
587 amendments or revisions which the committee deems necessary. The committee shall be
588 appointed immediately following an annual town meeting and shall make its report at the next
589 annual town meeting.

590 Section 8-2: Severability.

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

596 Section 8-3: Specific Provisions Prevail.

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

599 Section 8-4: References to General Laws.

600 All references to General Laws contained in the charter refer to the General Laws of the
601 commonwealth.

602

603 Section 8-5: Elections.

604 The election of town officers and referendum questions shall be acted upon and
605 determined by voters on official ballots, without party designation, on the date fixed in the by-
606 laws of the town.

607 All elections conducted pursuant to this charter shall be conducted in accordance with the
608 election laws of the commonwealth.

609 Section 8-6: Procedures for Multiple Member Bodies.

610 (a) All multiple member bodies of the town whether elected, appointed or otherwise
611 constituted shall meet at such times and in places open to the public within the town as they may
612 by their own rules prescribe. Special meetings of a multiple member body shall be held at the
613 call of the respective chairman or by a majority of the members thereof. Public posting of all
614 meetings shall be made in accordance with the open meeting laws. The meetings of a multiple
615 member body shall be open to the public and the press, except as may otherwise be authorized by
616 law.

617 (b) A majority of the members of a multiple member body shall constitute a quorum but a
618 smaller number may adjourn from time to time unless otherwise provided by law.

619 (c) Each multiple member body shall provide for the keeping of the minutes of its
620 proceedings. The minutes shall be a public record and a copy of the minutes shall be filed with
621 the office of the town clerk and posted on the town website for at least 5 years.

622 (d) Meetings of the board of selectmen, the school committee, the board of health and the
623 planning board shall, if possible, be televised on the local cable channel or streamed on the
624 town's website. The town shall choose the most effective method but technical difficulties with
625 equipment shall not cause a meeting to be postponed.

626 Section 8-7: Computation of Time.

627 In computing times under this charter, if 7 days or less, only business days shall be
628 counted. If computing more than 7 days, every day shall be counted.

629 Section 8-8: Number and Gender.

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

633 Section 8-9: Definitions.

634 For the purposes of this charter, the following words shall have the following meanings
635 unless the context clearly requires otherwise:

636 “Charter”, this charter and any amendments to it made through any of the methods
637 provided under Article LXXXIX of the amendments to the Constitution of the Commonwealth.

638 “Library”, the Jonathan Bourne library and any branch thereof that may be established.

639 “Local newspaper”, a newspaper of general circulation within the town.

640 “Majority vote”, as to a town meeting, a majority of those present and voting; as to a
641 multiple member body, the affirmative vote of a majority of all members present and voting shall
642 be necessary to adopt any motion, order, appointment or approval or disapproval or to take any
643 action not entirely procedural in nature, unless otherwise provided by law.

644 “Multiple member body”, a board, commission or committee consisting of 2 or more persons,
645 whether elected or appointed.

646 “Town”, the town of Bourne.

647 “Town agency”, a board, commission, committee, department or office of town
648 government, whether elected, appointed or otherwise constituted.

649 “Town meeting”, the town meeting of the town of Bourne established in article 2.

650 “Town officer”, an elected or appointed official of the town who, in the performance of
651 that person’s official duties, exercises some portion of the sovereign power of the town, whether
652 great or small; provided, however, that a person may be a town official whether or not that
653 person receives compensation for his services.

654 “Voter handbook”, the voter handbook established in subsection (c) of section 2-5 and
655 referenced in section 7-4.

656 “Voters”, the registered voters of the town.

657

658 Section 8-10: Rules and Regulations.

659 A copy of any rules and regulations adopted by a town agency shall be filed in the office
660 of the town clerk and made available for review by any person who requests such information.

661 Article 9

662 Recall Provisions.

663 Section 9-1: Application.

664 Any person who holds elective office in the town of Bourne may be recalled therefrom
665 by the registered voters of the town in the manner provided herein.

666 Section 9-2: Recall Petition.

667 Any 250 or more qualified voters of the town may file with the town clerk an affidavit
668 containing the name of the elected official sought to be recalled and a statement of the grounds

669 for recall. Within 10 working days thereafter, the town clerk shall deliver to any 1 or more of the
670 voters making such affidavit a sufficient number of copies of petition blanks demanding such
671 recall. The blanks shall be issued by the town clerk, with the town clerk's signature and official
672 seal attached thereto. The blanks shall be dated and addressed to the board of selectmen, shall
673 contain the name of the elected official sought to be recalled, the office from which recall is
674 sought and the grounds for recall as stated in the affidavit and shall demand the election of a
675 successor to the office. A copy of the petition shall be entered in a record book to be kept in the
676 office of the town clerk. The recall petition shall be returned and filed with the town clerk within
677 45 days after its issuance. The petition, before being returned and filed with the town clerk, shall
678 be signed by not less than 10 per cent of the qualified voters as of the most recent annual town
679 election and to every signature shall be added the place of residence of the signer, including the
680 street and number, if any. The town clerk shall, within 5 working days following the date of
681 such filing, submit the petition to the registrars of voters and the registrars shall forthwith verify
682 thereon the number of signatures which are names of registered voters as of the date of the most
683 recent town election.

684 Section 9-3: Recall Election.

685 If the petition shall be found and certified by the town clerk to be sufficient, the town
686 clerk shall submit it with the town clerk's certification to the board of selectmen without delay.
687 The board of selectmen shall forthwith give written notice of receipt of the certificate to the
688 official sought to be recalled. If the official does not resign within 5 calendar days after receipt
689 of the written notice, the board of selectmen shall order a recall election to be held on a date
690 fixed by the board which shall be not less than 60 and not more than 90 days after the date of the
691 town clerk's certificate that a sufficient petition has been filed; provided, however, that if any

692 other town election is scheduled to be held within 120 days after the date of the certificate, the
693 board of selectmen may, at its discretion, postpone the holding of the recall election to the date
694 of the other town election. If a vacancy occurs in the office after a recall election has been
695 ordered by the board of selectmen, the election shall proceed as provided in this section.

696 Section 9-4: Nomination of Candidates

697 Any officer whose recall is sought may be a candidate to succeed himself and, unless he
698 requests otherwise in writing, the town clerk shall place that officer's on the ballot without
699 nomination. The nomination of other candidates, the publication of the warrant for the recall
700 election and the conduct of the same shall all be in accordance with the General Laws related to
701 town elections unless otherwise provided in this article.

702 Section 9-5: Incumbent Status.

703 The incumbent shall continue to perform the duties of the office until the recall election.
704 If the official is not recalled, the official shall continue in office for the remainder of the
705 unexpired term, subject to recall as before, except as provided in section 9-7. If the official is
706 recalled, the official shall be deemed removed upon the qualification of the successor, who shall
707 serve for the balance of the unexpired term of the official recalled. If the successor fails to
708 qualify within 5 working days after receiving notification of election, the incumbent shall
709 thereupon be removed and the office vacant.

710 Section 9-6: Propositions on Ballot.

711 Ballots used in a recall election shall state the following propositions in the order
712 indicated:

713 For the recall of (name of officer)

714 Against the recall of (name of officer)

715 Adjacent to each proposition there shall be a place to vote for either of the propositions. After the
716 propositions shall appear the word "Candidates", the directions to voters required by section 42
717 of chapter 54 of the General Laws and, beneath this, the names of the candidates nominated as
718 hereinbefore provided. If the elected official who is the subject of the recall petition is a
719 candidate, that person's name shall be the first listed and all others shall be listed alphabetically.
720 If the majority of the votes cast upon the question of recall is in the affirmative, the official shall
721 be deemed to be recalled and the candidate receiving the highest number of votes shall be
722 declared elected. If a majority of the votes cast upon the question of recall is in the negative, the
723 ballots for recall need not be counted.

724 Section 9-7: Time Limitation.

725 No recall petition shall be accepted by the town for filing against an elected official
726 within 6 months after that official takes office and no recall petition shall be accepted against an
727 elected official who was subjected to a recall petition and not removed thereby until at least 6
728 months after that recall election.

729 Section 9-8: Limit on Recalled Official.

730 No person who has been recalled from office or who has resigned from office while
731 recall proceedings were pending against that person shall be elected or appointed to a town office
732 within 1 year after such recall or resignation.

733 Article 10

734 Transitional Provisions.

735 Section 10-1: Continuation of Existing Laws.

736 All General Laws, special laws, town by-laws, town meeting votes and rules and
737 regulations of or pertaining to the town that are in force when this charter takes effect and not
738 specifically repealed herein shall continue in full force and effect until amended or rescinded or
739 until they expire by operation of law. Notwithstanding any general or special law to the contrary,
740 if specific provisions of this charter conflict with any town by-laws, rules, regulations, orders,
741 special acts and acceptances of General Laws, the charter provisions shall control.

742 Section 10-2: Continuation of Government.

743 Except as specifically provided in this charter, all town agencies shall continue in
744 existence and all town employees and officers shall continue to perform their duties until
745 successors to their respective positions are duly appointed or elected or their duties have been
746 transferred.

747 Section 10-3: Continuation of Personnel.

748 Any person holding a town office or employment shall retain such office or employment
749 and shall continue to perform the duties of that office or employment until provisions shall have
750 been made in accordance with this charter for the performance of those duties by another person
751 or agency. No person in the permanent full-time service or employment of the town shall forfeit
752 his pay grade or time in service. Each such person shall be retained in a capacity as similar to his
753 former capacity as is practical.

754 Section 10-4: Transfer of Records and Property.

755 All records, property and equipment whatsoever of any agency or part thereof, the
756 powers and duties of which are assigned in whole or in part to another agency, shall be
757 transferred forthwith to such assigned agency.

758 Section 10-5: Effective Date.

759

760 Article 11

761 Charter Compliance Committee.

762 There shall be a charter compliance committee to consist of 7 members who shall be
763 appointed by the town moderator for 3-year overlapping terms, so arranged that the term of not
764 more than 3 members shall expire each year. At least 6 members of the committee shall reside in
765 each of the town's 6 precincts. No appointee shall be a town employee or a member of an
766 existing board or committee governed by the charter.

767 The committee shall take action only after receiving a written complaint, filed by 1 or
768 more voters of the town, alleging a violation of this charter by reason of an act or a failure to act
769 by the town administrator, the board of selectmen, the school committee, the finance committee
770 or a member of such board or committee.

771 The complaint shall state the specific section of this charter that is the subject of the
772 violation, the individual, board or committee responsible for the violation and the act or failure to
773 act resulting in the violation. The complaint shall be filed with the town clerk who shall
774 immediately send, via certified mail, return receipt requested, a copy to each member of the
775 committee.

776 Within 3 weeks after receipt of the complaint by the town clerk, the committee shall vote
777 whether to dismiss the complaint without further action. If the committee so votes, the chairman
778 shall give written notification to the town clerk. If the committee votes to not dismiss the
779 complaint, the chairman shall set a time and date for a hearing and mail notice of the hearing to
780 the town clerk, the complainants and the individual, board or committee named in the complaint.
781 The town clerk shall post and publish the notice in a newspaper of general circulation for at least
782 7 days before the hearing date. The hearing shall occur within 60 days after the date on which
783 the complaint was received by the town clerk. At the hearing, the committee shall allow any
784 person to address the committee on the merits of the complaint.

785 Within 3 weeks after the hearing, the committee shall vote on whether there has been a
786 violation of this charter as alleged in the complaint and shall mail a notice of its decision to the
787 complainant, to the individual, board or committee named in the complaint and to the town clerk.
788 The town clerk shall post a copy of the decision at the town hall and on the town's website.
789 If the committee determines that there has been a violation of this charter as alleged by the
790 complaint, and if, following its vote, there continues to be a violation, the committee may contact
791 town counsel who may file a complaint on behalf of the town with the superior court. Nothing in
792 this article shall limit the right to seek enforcement of this charter as otherwise provided by law.