

TOWN MANAGER

Comparison Between Current Charter and Proposed Town Charter

CATEGORY	CURRENT CHARTER	DRAFT PROPOSAL
Town manager	Yes	Yes
Applicant screening	Selectmen screen applicants for town manager and decide whom to interview	A five person screening committee consisting of two appointees of the select board, one appointee of the assembly president, one appointee of the finance and audit committee and one appointee of the school committee shall screen applicants and provide no less than three names to the select board to choose from.
Vote to hire/terminate	4/5 to hire or terminate	3/5 to hire or terminate
Term of office	Term of years	Required within one year but selectmen may waive requirement with majority vote.
Residency requirement	Not required	Required within one year but selectmen may waive requirement with majority vote.
Severance pay upon termination	Per contract language between town manager and selectmen	Per contract language between selectmen and town manager but can never exceed one year's salary.
Establishment of salary	By contract and appropriation of town meeting	By contract and appropriation of town assembly.
Performance evaluation	None required	Must have yearly evaluation by selectmen that will be initiated and coordinated by the chairman.
Powers and duties	Chief administrative, contract, procurement and fiscal officer of the town	Chief administrative, contract, procurement and fiscal officer of the town.
Employee supervision	Hires employees and appoints department heads (non school). Oversees personnel policies and procedures. Nominates board and commission members for selectmen approval.	Hires employees and appoints department heads. (non school) Oversees personnel policies and procedures. Must also have a process for annual employee performance review. Will only nominate public works director, town counsel and harbormaster for appointment to selectmen.
Supervision of town property	All town property in the care and control of the town manager. May lease town property.	All town property in the care and control of the town manager. May lease town property for up to 60 days but longer periods require approval of selectmen.
Budget responsibility	Prepares budget and then presents to selectmen in March who then make recommendations and pass on to finance committee	Received broad budget goals of selectmen in November prior to developing budget. Budget then goes to finance and audit committee who must hold a public hearing before voting recommendations.
Budget adoption process	The budget recommendation of the town manager is secondary to the recommendation of the finance committee.	The budget recommendation of the town manager is the main motion before the town assembly.
Capital improvement plan	None required.	Must develop a five-year capital outlay plan
Budget supervision	Supervises and directs town departments	Supervises and directs town departments. Must project revenues and provide monthly revenue reports. Must develop quarterly allotment schedules with departments and acknowledge excessive spending trends. Deficits must be acknowledged and reported at least every three months.
Auditing of spending	Hires auditors and coordinates auditing process	No role in the auditing of town spending. Auditing will be conducted by audit and finance committee. The annual audit firm will be hired by the audit and finance committee.
Contracts	Negotiates all contracts for the town	Negotiates all contracts for the town
Purchasing/procurement	Chief procurement officer	Chief procurement officer
Legal affairs	Prosecutes for the town, defends legal matters	Prosecutes for the town and defends the town on legal matters
Role on buildings and maintenance of buildings	Responsible to plan and maintain public buildings. Not a member of town meeting advisory committee that is appointed by the town moderator	Chairman of standing building committee of seven consisting of town manager, five select board appointees, one school committee appointee. This committee must plan and oversee the planning and construction of all new and existing buildings
Reorganization of departments	May reorganize, consolidate or abolish town departments without approval.	Must advise the select board on the need to reorganize, consolidate or abolish town departments. The select board must hold a public hearing and final approval must come from town assembly.