



Select Board/Town Manager Special Act

Committee Specific Slides for Completed Presentations

as of November 12, 2019



Committee Presentations 2019

July

- Finance Committee
- Library Trustees
- Assessors
- School Committee
- Council on Aging

August

- Conservation Commission
- Personnel Board

September (no slides)

- Municipal Affordable Housing Trust

October

- Board of Public Works
- Youth Advisory
- Board of Health
- Recreation Commission
- WWMDC
- Energy and Climate
- Planning Board
- ZBA



Finance/Finance Committee 7/8/19

Now

SB/TM Act

Administrative

Contracts/Grants Not applicable to FinCom Same

Legal Not applicable to FinCom Same

Policy FinCom sets policy for its own work; recommends broader financial policies to BoS. BoS sets financial policy. Same



Finance/Finance Committee 7/8/19

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u> Budget	By Code, prepares omnibus budget for presentation at ATM. Actual workflow: Dept Head consults with Board; Dept Head presents to TA. TA compiles budget with Finance Director.	Same
Capital Plan	By Code, prepare and present 5-year capital improvement program with recommendations. Actual work is on 1-year plan, with submissions for 5-years presented in Warrant.	Town Manager will be responsible for preparing 5-year plan.
Procurement	Not applicable to FinCom	Same



Finance/Finance Committee 7/8/19

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u>		
HR/Hiring	Not applicable to FinCom	Same
IT	Not applicable to FinCom	Same
Facilities	Not applicable to FinCom	Same



Library/Library Trustees 7/17/19

	<u>Now</u>	<u>SB/TM Act</u>
<u>Administrative</u> Contracts	BoS must sign all contracts (state law)	TM authorized to sign contracts up to amount set by BoS policy
Legal	Requests through TA's office	Same
Policy	Trustees set policy for programs (offerings, holdings)	Same



Library/Library Trustees 7/17/19

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u>		
Budget Preparation	Dept Head consults with Trustees; Dept Head presents to TA. TA compiles budget with Finance Director for submission to FinCom.	Same
Capital Plan	Dept Head consults with Trustees; submits capital reqursts to Finance Director	TM will be responsible for preparing 5-year plan with info from Depts; then submitted to FinCom
Procurement	TA is chief procurement officer.	TM is chief procurement officer; clarifies role and requires centralized RFP process; standardized procedures



Library/Library Trustees 7/17/19

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u>		
HR/Hiring	Library Director hired by Trustees; following union contracts, all other Library hiring done through HR in TA's office.	Same
IT	Coordination through TA's office	Same
Facilities	Coordination through TA's office	Same



Assessor/Board of Assessors 7/22/19

	<u>Now</u>	<u>SB/TM Act</u>
<u>Administrative</u> Contracts	BoS must sign all contracts (state law)	TM authorized to sign contracts up to amount set by BoS policy
Legal	Requests through TA's office	Same
Policy	Board sets policy; responsible for regulatory compliance	Same



Assessor/Board of Assessors 7/22/19

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u>		
Budget Preparation	Dept Head consults with Assessors; Dept Head presents to TA. TA compiles budget with Finance Director for submission to FinCom.	Same
Capital Plan	Dept Head consults with Assessors; submits capital requests to Finance Director	TM will be responsible for preparing 5-year plan with info from Depts; then submitted to FinCom
Procurement	TA is chief procurement officer.	TM is chief procurement officer; clarifies role and requires centralized RFP process; standardized procedures



Assessor/Board of Assessors 7/22/19

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u>		
HR/Hiring	Director of Assessing works under statutory direction of the Board; following union contracts, all other hiring done through HR in TA's office.	Same
IT	Coordination through TA's office	Same
Facilities	Not applicable	Same



School Dept/Committee 7/22/19

	<u>Now</u>	<u>SB/TM Act</u>
<u>Administrative</u> Contracts	BoS must sign all contracts (state law)	TM authorized to sign contracts up to amount set by BoS policy; SC signs for School funds
Legal	SC may hire own labor counsel	Same
Policy	School Committee sets policy for education based programs	Same



School Dept/Committee 7/22/19

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u>		
Budget Preparation	Superintendent submits budget to SC; SC submits to Finance Director; TA compiles budget with Finance Director for submission to FinCom.	Same
Capital Plan	School Committee approves capital requests to submit to Finance Director	TM will be responsible for preparing 5-year plan with info from SC; then submitted to FinCom
Procurement	TA is chief procurement officer; Schools approve school operating purchases.	TM is chief procurement officer; clarifies role and requires centralized RFP process; standardized procedures



School Dept/Committee 7/22/19

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u>		
HR/Hiring	School Dept manages HR for all School hires	Same
IT	Infrastructure coordination through TA's office; classroom based IT through School staff.	Same
Facilities	Coordination through TA's office	Same



Council on Aging 7/23/19

	<u>Now</u>	<u>SB/TM Act</u>
<u>Administrative</u> Contracts	BoS must sign all contracts (state law)	TM authorized to sign contracts up to amount set by BoS policy
Legal	Requests through TA's office	Same
Policy	Council sets policy and programs	Same



Council on Aging 7/23/19

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u>		
Budget Preparation	Dept Head consults with Council; Dept Head presents to TA. TA compiles budget with Finance Director for submission to FinCom.	Same
Capital Plan	Dept Head consults with Council; submits capital requests to Finance Director	TM will be responsible for preparing 5-year plan with info from Depts; then submitted to FinCom
Procurement	TA is chief procurement officer.	TM is chief procurement officer; clarifies role and requires centralized RFP process; standardized procedures



Council on Aging 7/23/19

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u>		
HR/Hiring	Director works under policy direction of the Council; all hiring done through HR in TA's office.	Same
IT	Coordination through TA's office	Same
Facilities	Coordination through TA's office	Same



Conservation/ConCom 8/15/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Administrative</u>		
Contracts	BoS must sign all contracts (state law)	TM authorized to sign contracts up to amount set by BoS policy
Legal	Requests through TA's office	Same
Policy	ConCom sets policy for programs; determines local regulations; responsible for regulatory compliance	Same



Conservation/ConCom 8/15/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u>		
Budget Preparation	Dept Head consults with Commission; Dept Head presents to TA. TA compiles budget with Finance Director for submission to FinCom.	Same
Capital Plan	Dept Head consults with Commission; submits capital requests to Finance Director	TM will be responsible for preparing 5-year plan with info from Depts; then submitted to FinCom
Procurement	TA is chief procurement officer.	TM is chief procurement officer; clarifies role and requires centralized RFP process; standardized procedures



Conservation/ConCom 8/15/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u>		
HR/Hiring	Conservation Administrator reports to TA; all hiring done through HR in TA's office	Same
IT	Coordination through TA's office	Same
Facilities	Coordination through TA's office	Same



Personnel Board 8/28/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Administrative</u>		
Contracts	BoS must sign all contracts (state law)	TM authorized to sign contracts up to amount set by BoS policy
Legal	Requests through TA's office	Same
Policy	Review personnel policies for compliance with Town Code; submit to BoS.	Same



Personnel Board 8/28/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u>		
Budget Preparation	TA consults with Board. TA compiles budget with Finance Director for submission to FinCom.	Same
Capital Plan	N/A	TM will be responsible for preparing 5-year plan with info from Depts; then submitted to FinCom
Procurement	TA is chief procurement officer.	TM is chief procurement officer; clarifies role and requires centralized RFP process; standardized procedures



Personnel Board 8/28/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u> HR/Hiring	All hiring done through HR in TA's office; Personnel Board reviews compensation higher than step 4 and all job descriptions.	Same
IT	Coordination through TA's office	Same
Facilities	Coordination through TA's office	Same



Board of Public Works 10/1/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Administrative</u>		
Contracts	BoS must sign all contracts (state law)	TM authorized to sign contracts up to amount set by BoS policy
Legal	Requests through TA's office	Same
Policy	BoPW sets policy for DPW operations.	Same



Board of Public Works 10/1/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u>		
Budget Preparation	Director consults with Board; Director presents to TA. TA compiles budget with Finance Director for submission to FinCom	Same
Capital Plan	Director consults with Board; submits capital requests to Finance Director/TA for compilation for FinCom.	TM will be responsible for preparing 5-year plan with info from Depts; then submitted to FinCom
Procurement	TA is chief procurement officer.	Same



Board of Public Works 10/1/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u>		
HR/Hiring	TA hires Director in consultation with Board; Director hires supervisory/managerial staff with ratification of TA; all hiring done through HR in TA's office.	Same
IT	Coordination through TA's office	Same
Facilities	Coordination through TA's office	Same



Youth Advisory Committee 10/4/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Administrative</u>		
Contracts	BoS must sign all contracts (state law)	TM authorized to sign contracts up to amount set by BoS policy
Legal	Requests through TA's office	Same
Policy	YAC oversees the admin and operations; sets policy for Y&FS programs.	YAC sets policy; TM oversees admin and operations



Youth Advisory Committee 10/4/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u>		
Budget Preparation	Director consults with YAC, presents to TA. TA compiles budget with Finance Director for submission to FinCom	Same
Capital Plan	N/A	TM responsible for preparing 5-year plan with info from Depts; then submits to FinCom
Procurement	TA is chief procurement officer.	Same



Youth Advisory Committee 10/4/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u>		
HR/Hiring	YAC makes all staffing decisions in consultation with Director.	All staffing decisions and hiring done through HR in TMs office.
IT	Coordination through TA's office	Same
Facilities	Coordination through TA's office as needed	Same



Board of Health 10/7/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Administrative</u> Contracts	BoS must sign all contracts (state law)	TM authorized to sign contracts up to amount set by BoS policy
Legal	Requests through TA's office	Same
Policy	Board sets policy for operations; has regulatory responsibility.	Board sets policy; TM oversees admin and operations. Board maintains regulatory authority.



Board of Health 10/7/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u>		
Budget Preparation	Director consults with BoH, presents to TA. TA compiles budget with Finance Director for submission to FinCom	Same
Capital Plan	Director consults with BoH, presents to TA. TA compiles budget with Finance Director for submission to FinCom	Same; TM also responsible for preparing 5-year plan with info from Depts; then submitted to FinCom
Procurement	TA is chief procurement officer.	Same



Board of Health 10/7/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u>		
HR/Hiring	Director works under policy direction of BoH; under administrative direction of TA.	Director reports to TM; all staffing decisions and hiring done through HR in TMs office.
IT	Coordination through TA's office	Same
Facilities	Coordination through TA's office	Same



Recreation Commission 10/7/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Administrative</u>		
Contracts	BoS must sign all contracts (state law)	TM authorized to sign contracts up to amount set by BoS policy
Legal	Requests through TA's office	Same
Policy	Rec sets policy for programs.	Rec sets policy; TM oversees admin and operations



Recreation Commission 10/7/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u>		
Budget Preparation	Director consults with Rec, presents to TA. TA compiles budget with Finance Director for submission to FinCom	Same
Capital Plan	Director consults with Rec, presents to TA. TA compiles budget with Finance Director for submission to FinCom	TM also responsible for preparing 5-year plan with info from Depts; then submitted to FinCom
Procurement	TA is chief procurement officer.	Same



Recreation Commission 10/7/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u>		
HR/Hiring	TA hires Director in consultation with Commission; reports to Commission and under administrative direction of TA.	Director reports to TM; hired in consultation with Commission; all other staffing decisions and hiring done through HR in TMs office.
IT	Coordination through TA's office	Same
Facilities	Coordination through TA's office	Same



WWMDC 10/10/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Administrative</u>		
Contracts	BoS must sign all contracts (state law)	TM authorized to sign contracts up to amount set by BoS policy
Legal	Requests through TA's office	Same
Policy	Board sets policy for operations; has regulatory responsibility.	Board sets policy; TM oversees admin and operations. Board maintains regulatory authority.



WWMDC 10/10/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u>		
Budget Preparation	Commission prepares budget, then presents to TA. TA compiles budget with Finance Director for submission to FinCom	Same
Capital Plan	Commission develops requests, then presents to TA. TA compiles budget with Finance Director for submission to FinCom	TM will be responsible for preparing 5-year plan with info from Depts; then submitted to FinCom
Procurement	TA is chief procurement officer.	TM is chief procurement officer; clarifies role and requires centralized RFP process; standardized procedures



WWMDC 10/10/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u>		
HR/Hiring	WWMDC appoints executive director and officers.	Hiring process done through HR in TMs office.
IT	Coordination through TA's office	Same
Facilities	Coordination through TA's office	Same



Energy and Climate Committee 10/16/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Administrative</u>		
Contracts	BoS must sign all contracts (state law)	TM authorized to sign contracts up to amount set by BoS policy
Legal	Requests through TA's office	Same
Policy	Committee suggests policy changes related to charge	Same



Energy and Climate Committee 10/16/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u>		
Budget Preparation	N/A – no budget	Same
Capital Plan	Committee develops recommendations for projects related to its charge, presents to BoS/TA. TA compiles budget with Finance Director for submission to FinCom	Same; TM also responsible for preparing 5-year plan with info from Depts; then submitted to FinCom
Procurement	TA is chief procurement officer.	Same



Energy and Climate Committee 10/16/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u>		
HR/Hiring	N/A – advisory committee with no staff responsibility	Any staffing decisions and hiring done through TMs office.
IT	Coordination through TA's office as needed	Same
Facilities	Coordination through TA's office as needed	Same



Planning Board 10/17/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Administrative</u>		
Contracts	BoS must sign all contracts (state law)	TM authorized to sign contracts up to amount set by BoS policy
Legal	Requests through TA's office	Same
Policy	Board has regulatory responsibility; suggests policy/zoning changes related to charge	Same



Planning Board 10/17/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u>		
Budget Preparation	Planner prepares budget, presents to TA. TA compiles budget with Finance Director for submission to FinCom	Same
Capital Plan	N/A	TM responsible for preparing 5-year plan with info from Depts; then submitted to FinCom
Procurement	TA is chief procurement officer.	Same



Planning Board 10/17/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u>		
HR/Hiring	Planner reports to Board and works under its direction for Board projects; TA directs admin activities.	Planner to report to TM; any staffing decisions and hiring done through TMs office.
IT	Coordination through TA's office as needed	Same
Facilities	Coordination through TA's office as needed	Same



Zoning Board of Appeals 10/22/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Administrative</u>		
Contracts	BoS must sign all contracts (state law)	TM authorized to sign contracts up to amount set by BoS policy
Legal	Requests through TA's office	Same
Policy	Board sets policy for work, as needed	Same



Zoning Board of Appeals 10/22/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Financial</u>		
Budget Preparation	N/A	Same
Capital Plan	N/A	TM responsible for preparing 5-year plan with info from Depts; then submitted to FinCom
Procurement	TA is chief procurement officer.	Same



Zoning Board of Appeals 10/22/2019

	<u>Now</u>	<u>SB/TM Act</u>
<u>Operations</u>		
HR/Hiring	No HR responsibility - N/A	Same
IT	Coordination through TA's office	Same
Facilities	Coordination through TA's office	Same