

**ELECTED OFFICIALS**

Mayor  
 Municipal Council (9)  
 School Committee\* (6 + mayor)  
 Planning Board\* (7)  
 Board of Library Trustees\* (9)  
 Housing Authority\* (4)  
 Regional authorities or districts  
 (as specified in agreements)

**Legislative Body**

Municipal Council (9)  
 - elected, two year term  
 - 6 from districts, 3 at-large  
 - quorum of 5 members

**Council Elects**

Council President  
 Council Vice-president  
 Town Clerk (also serves as  
 clerk of council)  
 Other staff or assistance as  
 determined necessary by the  
 council.

**Chief Executive**

Mayor  
 - elected, 2-year term

**Mayor Appoints**

Head librarian (from recommendations of library trustees)  
 Liquor Licensing Commission (3)  
 All town officers, department heads, and members of multiple member boards for whom no other method of appointment or selection is provided by the charter, except offices appointed by the council or school committee. Appointments effective on the 15th day following notice of appointment unless council rejects proposed appointment by 2/3 vote.

**ADMINISTRATIVE ORGANIZATION**

1. Municipal Council may reorganize, consolidate, abolish or establish city agencies and prescribe functions and administrative procedures to be followed by all such agencies by ordinance
2. Mayor may reorganize, consolidate, abolish or establish city agencies and prescribe functions and administrative procedures to be followed by all such agencies by administrative order, effective on the thirtieth day following notice to the council unless council votes sooner to affirm plan or rejects plan by majority vote (see Note 1). Mayor required to establish personnel system
3. Establishes Department of Administration and Finance and position of chief financial officer, appointed by the mayor. Chief financial officer to supervise treasurer, collector, accountant, and daily operations of the office of the board of assessors. Chief financial officer may serve as either treasurer or accountant.

**PROCEDURE FOR ADOPTING BUDGET**

1. Mayor reviews town financial condition with council prior to commencement of budget process.
2. School committee submits proposed budget to mayor at least 30 days prior to submission of operating budget to council. Chief financial officer to coordinate budget process with the superintendent of schools.
3. Mayor submits proposed budget (including school committee budget) and message to council
4. Council publishes budget summary and holds public hearing.
5. Council adopts budget within 45 days of filing proposed budget.

**NOTE:** Charter requires that the mayor report to the municipal council at least quarterly on the financial condition and future needs of the town, and recommend specific actions. (see also Note 2)

**OTHER FEATURES**

Preliminary elections      Initiative      Referendum      Free petition (150 or more voters)

Recall (30% of voters must participate in election)

Elections held the first Tuesday following the first Monday in November in odd years.

Boards, commissions, & committees must hold a special meeting upon petition of at least 100 voters.

**Note 1:** Mayor to submit organization plan within 18 months of initial election as mayor, with special attention to the organization of economic development functions and local permitting processes.

**Note 2:** Chief financial officer to prepare annual capital improvements program and financial forecast.

\* Members of these boards and committees (excepting the mayor) serve 4-year terms. Membership staggered such that 1/2 of board membership elected every two years.

**ELECTED OFFICIALS**

Mayor  
Municipal Council (11)  
School Committee ( 8 + mayor)  
City Clerk  
City Treasurer  
City Collector

**LEGISLATIVE BODY**

Municipal Council (11)  
- elected, two year term  
- 6 from wards, 5 at large

**Council Elects**

City Auditor

**CHIEF EXECUTIVE**

Mayor  
- elected, two year term

**Mayor Appoints**

All city officers, department heads, and members of city agencies except those otherwise provided for or those serving under the direction of the School Committee

**ADMINISTRATIVE ORGANIZATION**

1. Municipal Council may establish, reorganize, consolidate, or abolish city agencies through ordinance.
2. Mayor may reorganize through administrative code.

**PROCEDURE FOR ADOPTING BUDGET**

1. Mayor submits proposed annual budget and capital improvements program to Municipal Council.
2. Municipal Council may delete or decrease any amounts except debt service, and those required by law.
3. Within 60 days of receipt of budget, council must hold public hearing(s) and adopt budget with or without amendments.

**OTHER FEATURES**

Free petition  
Initiative  
Referendum

NOTE: Charter amendments adopted in 2002 moved the preliminary municipal election to the third Tuesday in September and required candidates nominated for multiple offices to withdraw from all but one office.

**ELECTED OFFICIALS**

Mayor  
 City Council (9)  
 School Committee ( 6 + mayor)

**Legislative Body**

City Council (9)  
 - elected, two year term  
 - 6 from wards, 3 at large

**Chief Executive**

Mayor  
 - elected. two year term

**Council Elects**

Budget/Management Analyst  
 (3 year term - see Note 1)  
  
 City Clerk (may also serve as clerk  
 of council - 2 year term)

**Mayor Appoints**

All city officers, department heads, and members of multiple-member bodies except those otherwise provided for or those serving under the direction of the School Committee and City Council. (see Note 2). Charter repeals Civil Service for future appointments of police and fire chiefs.

**ADMINISTRATIVE ORGANIZATION**

1. City Council may establish, create, reorganize, consolidate, merge, divide or abolish city agencies through ordinance.
2. Mayor may reorganize through administrative code. Council shall hold public hearing on any plan.
3. Charter establishes Department of Municipal Finance, Department of Planning and Development, Department of Human Resources, and Department of Municipal Inspections.
4. Creates Planning and Construction Committee of seven members, six appointed by mayor, and one chosen by the school committee. Responsible for monitoring condition of municipal buildings. Reports annually to the mayor regarding the need for new buildings or renovation, addition, and/or remodeling of existing buildings.

**PROCEDURE FOR ADOPTING BUDGET**

1. After public hearing and adoption. school committee submits proposed budget to the Mayor.
2. Mayor submits proposed operating budget with budget message and supporting documentation to the Council.
3. City Council holds public hearing.
4. Municipal Council may delete or decrease any amounts except debt service, and those required by law.
5. Within 60 days of receipt of budget, council must adopt budget with or without amendments.

**OTHER FEATURES**

Preliminary election	Referendum
Free petition (100 voters or more)	Recall
Initiative	Capital Improvements Program**

Note 1: Council may enter into contract with certified public accountant/firm to perform duties.

Note 2: Appointments by mayor effective on the thirtieth day following notice to the council, unless council votes to reject or sooner votes to affirm the appointment. Rejection requires 2/3 council vote.

\*Charter establishes a commission, with four appointments by the mayor, and three by the city council to assist in the development of the initial capital improvement plan.

**ELECTED OFFICIALS**

Mayor  
 Town Council (9)  
 School Committee (6 + mayor)

**Legislative Body**

Town Council (9)  
 - elected, two year term  
 - 5 from districts, 4 at-large  
 - quorum of 5 members

**Chief Executive**

Mayor  
 - elected, 2-year term

**Council Elects**

Council President  
 Council Vice-president  
 Town Clerk (may serve as clerk of council)  
 Town Auditor  
 Board of Assessors (Mayor designates chair of Board of Assessors annually)

**Mayor Appoints** (see Note 1)

Board of Public Works (3) (see Note 2)  
 All town officers, department heads, and members of multiple member boards for whom no other method of appointment or selection is provided by the charter, except offices appointed by the town council or school committee. Appointments effective on the thirtieth day following notice of appointment unless council rejects proposed appointment by 2/3 vote.

**ADMINISTRATIVE ORGANIZATION**

1. Town Council may reorganize, consolidate, abolish or establish city agencies by ordinance. Town may by ordinance assign additional duties to department of public works "reasonably related to public works functions and activities."
2. Mayor may submit reorganization plans to council; council holds public hearing; plan effective sixty days following submission unless council votes to disapprove the plan.
3. Establishes department of personnel; personnel director appointed by mayor to manage department.
4. Board of Public Works appoints director of public works who serves an indefinite term.

**PROCEDURE FOR ADOPTING BUDGET**

1. School committee publishes budget summary and holds public hearing prior to voting on its proposed budget request.
2. Budget as adopted by the school committee submitted to the mayor at least 21 days before the mayor submits the town's proposed budget.
3. Mayor submits proposed budget and budget message, to council; provides for summary of proposed budget to be published.
4. Council holds public hearing on proposed budget.
5. Council adopts budget.

**NOTE:** Charter requires that the mayor report to the town council at least quarterly on the financial and administrative condition of the town

**OTHER** Free petition (100 or more voters)

Recall

**FEATURES**

Initiative  
 Referendum

Capital improvements program

*Initiative and referendum* elections valid only with voter turnout of 20% or more.

Elections held the first Tuesday following the first Monday in November in odd years.

**Note 1:** Mayor's appointments shall be for period of a maximum of three years, except that a public safety department head may be appointed for five years.

**Note 2:** Board of Public Works serves as water commissioners, sewer commissioners, and road commissioners. Board has authority to set all fees and charges for services provided by the department of public works.

**ELECTED OFFICIALS**

Mayor  
City Council (9)  
School Committee (6 + mayor)

**LEGISLATIVE BODY**

City Council (9) (See Note 1)  
- elected, two year term  
- 5 from wards, 4 at-large

**Council Elects**

President of Council  
Vice-president of Council  
City Clerk  
City Auditor

**CHIEF EXECUTIVE**

Mayor  
- elected, 2-year term

**Mayor Appoints**

Administrative Assistant  
City Planning Director (see Note 2)  
All city officers, department heads, and members of multiple member boards for whom no other method of appointment or selection is provided by the charter.

**ADMINISTRATIVE ORGANIZATION**

1. City Council may reorganize, consolidate, abolish or establish city agencies by ordinance.
2. Mayor may submit reorganization plans to council.

**PROCEDURE FOR ADOPTING BUDGET**

1. Mayor submits proposed budget to council.
2. Council holds public hearing.
3. City council adopts budget, with or without amendments, within 60 days.

**OTHER FEATURES**

Free petition  
Initiative  
Referendum  
Recall

Note 1: Charter requires City Council to hold joint meeting with each multiple-member body of the city at least once each term "for the purpose of sharing information and concerns." Responsibility for these meetings may be delegated to one of more of the Council's standing committees.

Note 2: Appointment subject to confirmation by the City Council Standing Committee on Planning and Development, and the Planning Board.

**ELECTED OFFICIALS**  
(see Note 1)

Mayor	Trustees of Warner Trust (3)
City Council (13)	Elector/Will of Oliver Smith (1)
Soldiers' Memorial Trustees (5)	Trustees of Bascom Education Fund (3)
School Committee (8 + mayor) (see Note 3)	

**LEGISLATIVE BODY**

City Council (13) – elected, 3 year term  
- 9 from wards, 4 at-large

**CHIEF EXECUTIVE**

Mayor - elected, 3-year term

**Council Elects**

Council President  
Vice-president of Council  
Town Clerk (serves as Clerk of Council)  
Town Auditor

**Mayor Appoints**

All town officers, department heads and multiple-member bodies for whom no other method of appointment or selection is provided by the charter, except those serving under the School Committee or Town Council. Appoints Housing Authority (4), Redevelopment Authority (4), Cable Advisory Board (3), and Conservation Commission (5). Council may reject proposed appointments by 2/3 vote (9 members).

**ADMINISTRATIVE ORGANIZATION**

1. Establishes departments of Municipal Finance, Planning and Development, Central Maintenance, and Human Resources. Creates Recreation Commission (5); Public Safety Commission (5), and Board of License Commissioners (3). (*see also Chapter 230, Acts of 2007*)
2. City Council may reorganize, consolidate, abolish or establish city agencies by ordinance.
3. Mayor may propose reorganization plans to council. Public hearing required. Mayor must provide explanation of expected benefits of reorganization plan.
4. Planning and Construction Committee of seven (7) members established to be responsible for monitoring physical condition of municipal buildings, and making recommendations for undertaking addition, renovation, remodeling, and new construction. Committee also responsible for oversight of any building projects. Annual report of Committee to Mayor required.

**PROCEDURE FOR ADOPTING BUDGET**

1. School Committee holds public hearing and publishes proposed budget summary prior to vote.
2. Mayor submits proposed budget and budget message to council. Budget proposal shall outline financial policies, debt position, expenditure and revenue variations, and explain expenditures both in fiscal terms and by work program. Budget shall include proposed capital expenditures.
3. Council holds public hearing.
4. City council adopts budget, with or without amendments, within 60 days.

**OTHER****FEATURES**

Capital Improvements Program	Free petition (Note 2)	Referendum
Preliminary election	Initiative	Recall

Note 1: Municipal elections held in June. Initial election to be held June 2003.

Note 2: School Committee/Town Council must hold public hearing if petition signed by 100 or more voters.

Note 3: Chapter 230 of the Acts of 2007 reduced the number of elected school committee members from 8 to 6. Transitional provisions provide for a reduction of the board's elected membership over three years, as the membership serves staggered terms. Mayor retains seat on the school committee for a total membership of 7.

*This charter replaces town council-board of selectmen-manager charter adopted in 1983.*

**ELECTED OFFICIALS**

Mayor  
City Council (9)  
School Committee (6 + mayor)

**LEGISLATIVE BODY**

City Council  
- elected, 2 year term  
- 5 from wards, 4 at large

**CHIEF EXECUTIVE**

Mayor  
- elected, 2 year term

**Council Elects**

President of Council  
City Clerk

**Mayor Appoints**

All department heads and members of municipal boards, subject to confirmation of council

**ADMINISTRATIVE ORGANIZATION**

The council may provide for the establishment, reorganization, consolidation, or abolition of boards or departments by ordinance.

**PROCEDURE FOR ADOPTING BUDGET**

- responsibility for preparation of operating and capital budgets assigned to the mayor.

**OTHER FEATURES**

Initiative  
Referendum

*a second home rule charter was adopted by the city's voters in 1983. See following page.*

**ELECTED OFFICIALS**

Mayor  
City Council (9)  
School Committee (8 + mayor) (See Note 1)

**LEGISLATIVE BODY**

City Council  
- elected, 2 year term  
- 5 from wards, 4 at-large

**Council Elects**

City Clerk (also serves as Clerk of Council)

**CHIEF EXECUTIVE**

Mayor  
- elected, 2 year term

**Mayor Appoints**

City Solicitor  
Assistant City Solicitor  
All city officers, department heads, and members of multiple-member boards for whom no other method of appointment or selection is provided, except persons appointed by school committee. NOTE: Mayor's appointments subject to council confirmation.

**ADMINISTRATIVE ORGANIZATION**

1. Council may by ordinance reorganize, consolidate, or abolish in whole or in part any existing city agency, establish new city agencies, and prescribe the functions of any city agency.
2. Mayor may submit reorganization plans to city council. Council holds public hearing on the plan within within 30 days of the mayor's submission.
  - a) Council may vote to approve mayor's plan without amendment.
  - b) Mayor's reorganization plan takes effect in 90 days if no council vote taken.
3. Current organization plan shall be published as an appendix to the publication of the city ordinances.

**PROCEDURE FOR ADOPTING BUDGET**

1. Mayor submits budget, explained in fiscal terms and by work program, to the council.
2. Council holds public hearing.
3. Council adopts budget within 45 days of receipt.

**OTHER FEATURES**

Initiative  
Referendum  
Recall

Note 1: School Committee membership composed of 5 members elected from wards, and 3 elected at-large.

**ELECTED OFFICIALS**

Mayor  
City Council (11)  
School Committee (6 + mayor; mayor serves as chair)

**LEGISLATIVE BODY**

City Council (11)  
- elected, 2 year term  
- 7 from wards, 4 at-large

**CHIEF EXECUTIVE**

Mayor  
- elected, 2 year term

**Council Elects**

City Clerk      City Treasurer  
City Collector    Comptroller  
City Solicitor    City Electrician

**Mayor Appoints**

All city officers, department heads, and members of multiple-member bodies for whom no other method of appointment or selection is provided, except those serving under the school committee or city council.

Designates chair of Board of Assessors and chair of Board of of Election Commissioners.

**ADMINISTRATIVE ORGANIZATION**

1. Establishes Personnel Department and Department of Public Works.
2. Council may establish, reorganize, consolidate, or abolish city agencies by ordinance.
3. Mayor may prepare organization plan and submit to city council.
  - a) Council holds public hearing on plan.
  - b) Council may vote to accept plan without alterations or amendments.
  - c) Plan effective 90 days after submission unless council votes NOT to approve.

**PROCEDURE FOR ADOPTING BUDGET**

1. Mayor submits proposed budget to council.
2. Council holds public hearing.
3. Council may delete or decrease any amount except those required for debt service or required by law.
4. Council adopts budget, with or without amendment.

**OTHER FEATURES**

Free petition      Referendum (requires voter referendum to approve incurring of debt over \$4 million)  
Initiative          Recall

**ELECTED OFFICIALS**

Mayor

Board of Aldermen (24)

School Committee (9 - 8 + mayor) (See Note 1)

**LEGISLATIVE BODY**

Board of Aldermen

- elected, 2 year term

- 8 from wards, 16 at-large

**Aldermen Elect**President vice-president and clerk  
of Board of Aldermen

City Clerk

Comptroller

Collector/Treasurer (See Note 2)

**CHIEF EXECUTIVE**

Mayor

- elected, 4 year term

**Mayor Appoints**

Planning Board (5)

Citizen Assistance Officer

All department heads, city officers, and members of city  
agencies for whom no other method of appointment is  
provided.**ADMINISTRATIVE ORGANIZATION**

1. City departments may be reorganized, consolidated, established, or abolished through ordinance or by adoption of administrative code.

2. Charter requires that city have Planning Department and Comprehensive Plan

**PROCEDURE FOR ADOPTING BUDGET**

1. Mayor prepares and submits proposed budget to Board of Aldermen.

2. Board of Aldermen adopts budget.

**OTHER FEATURES**

Free petition (public hearing held if 50 or more voters sign)

Initiative

Referendum

Capital Improvement Program

Note 1: School committee members are identified by ward (one for each of the 8 wards), but elected citywide. Charter limits school committee members to five terms (10 years). See Chapter 368, Acts of 2002 re: clarification of ward residency.

Note 2: *Charter amended (see Chapter 50, Acts of 1991) to authorize mayor's appointment of a collector-treasurer, to serve coterminous with the mayor. Appt. subject to affirmative approval of board of aldermen.*

Note 3: *Charter amended (Chapter 152, Acts of 2008) to authorize board of aldermen to determine date for preliminary election.*

**ELECTED OFFICIALS** (See Note 1)

Mayor  
 Town Council (9)  
 School Committee (6 + mayor)

**Legislative Body**

Town Council (9)  
 - elected, two year term  
 - 4 from wards, 5 at large

**Chief Executive**

Mayor  
 - elected, two year term

**Council Elects**

Budget/Management Analyst  
 (3 year term - see Note 2)  
 Town Clerk (may also serve as  
 clerk of council - 3 year term)  
 of council - 3 year term)

**Mayor Appoints**

All city officers, department heads, and members of multiple-member bodies except those otherwise provided for or those serving under the direction of the School Committee and City Council. Appoints Housing Authority. *Note:* Charter repeals Civil Service for future appointments of police and fire chiefs.

**ADMINISTRATIVE ORGANIZATION**

1. Council may establish, create, reorganize, consolidate, merge, divide or abolish city agencies by ordinance.
2. Mayor may reorganize through administrative code. Council shall hold public hearing on any plan. Plan effective within 60 days of submission unless Council votes to disapprove it.
3. Charter establishes Department of Municipal Finance, Department of Planning and Development, Department of Human Resources, Board of License Commissioners, Park and Recreation Commission and a Public Safety Commission (oversight/coordination of police and fire departments).
4. Creates Planning and Construction Committee of seven members, six appointed by mayor, and one chosen by the school committee. Responsible for monitoring condition of municipal buildings. Reports annually to the mayor regarding the need for new buildings or renovation, addition, and/or remodeling of existing buildings.

**PROCEDURE FOR ADOPTING BUDGET**

1. After publication of summary, public hearing and adoption, school committee submits proposed budget to the Mayor.
2. Mayor submits proposed operating budget with budget message and supporting documentation to the Council. Notice and general summary published at time of submission to council.
- 3 Council holds public hearing.
4. Council may delete or decrease any amounts except debt service, and those required by law.
5. Within 90 days of receipt of proposed budget, council must adopt budget with or without amendments.

**OTHER FEATURES**

Preliminary election	Referendum
Free petition (100 voters or more)	Recall
Initiative	Capital Improvements Program

Note 1: Mayor, council, and 2 school committee members to be elected August 8, 2000, and shall serve in a transition status with the present board of selectmen until formally taking office in January, 2001.

Note 2: Council may enter into contract with certified public accountant/firm to perform duties.

Note 3: Appointments by mayor to multiple-member bodies effective on the thirty-fifth day following notice to the council, unless council votes within thirty days to reject the appointment. Six votes are necessary for rejection of proposed appointment.

**ELECTED OFFICIALS**

Mayor  
 Town Council (11)  
 School Committee ( 6 + mayor)  
*(School Committee has 4 year term)*

**Legislative Body**

Town Council (11)  
 - elected, two year term  
 - 6 from wards, 5 at large  
 - quorum = 6 members

**Chief Executive**

Mayor  
 - elected, four year term

**Council Elects**

Town Clerk *(3 year term)*  
 (Clerk may also serve as clerk of town council) *(see also Note 1)*  
 Town Auditor *(3 year term)*  
 President and Vice-president of council

**Mayor Appoints (see Note 2)**

All city officers, department heads, and members of multiple-member bodies except those otherwise provided for or those serving under the direction of the School Committee and Town Council. Appoints Housing Authority and Redevelopment Authority (as terms of elected members expire).

**ADMINISTRATIVE ORGANIZATION**

1. Mayor may propose plans of organization/reorganization to consolidate or abolish town agencies, in whole or in part, establish new town agencies. Mayor's plan must explain expected benefits of proposed reorganization. Town Council holds public hearing, Council must vote within 60 days to disapprove the plan in its entirety; otherwise, plan takes effect.
2. The following departments are established with directors appointed by the mayor: Department of Municipal Finance (director may serve as treasurer, collector or treasurer-collector), Department of Public Works, Department of Planning and Development, Department of Human Resources, and Department of Municipal Licenses and Inspections. (Coordinates all licensing and inspection functions of the town. Requires common index for inspection and licensing records, and a comprehensive application, listing all inspections needed for a project. Director may serve as building inspector or other inspection position as specified by the mayor.)
3. Establishes Board of Licensing Commissioners composed of the town clerk, inspector of buildings, director of public health, fire chief and police chief. Town clerk serves as chair. Board issues licenses for inn holders, common victuallers, and alcoholic beverage sales.

**PROCEDURE FOR ADOPTING BUDGET**

1. After publication of summary, public hearing and adoption, school committee submits proposed budget to the Mayor.
2. Mayor submits proposed operating budget with budget message and supporting documentation to the Council. Summary published. Budget message outlines financial policies, major variations from prior year, summary of town's debt position, and expected revenues and expenditures.
3. Council holds public hearing, in the form of a town meeting. Council president presides.
4. Council may delete or decrease any amounts except debt service, and those required by law.
5. Within 90 days of receipt of budget, council must adopt budget with or without amendments.

**OTHER FEATURES**

Preliminary election	Referendum	Annual report
Initiative	Recall	Capital Improvements Program

Allotment schedule mandated; all departments must provide schedule to chief financial officer; mayor has authority to waive or enforce allotment (personnel expenses only).  
 Department heads personally liable for spending in excess of appropriation, except in situation of a health/safety emergency.

Note 1: Clerk appoints assistant clerk, with approval of town council.

Note 2: Appointments by mayor of board members, officers, and department heads effective on the thirtieth day following notice to the council, unless council votes to reject or sooner votes to affirm the appointment. Rejection requires 2/3 vote of council (eight [8] votes).

**ELECTED OFFICIALS**

City Council (11)  
School Committee (6 + mayor)

**LEGISLATIVE BODY**

City Council  
- elected, 2 year term  
- 5 from districts, 6 at-large  
- **mayor** chosen from among at-large council candidates; highest vote total

**Council elects**

City Clerk  
City Auditor

**CHIEF EXECUTIVE**

City Manager  
- appointed by council  
- up to five year term, may be renewed

**Manager Appoints**

- 1) Boards and commissions are identified as: executive: policy setting or city departments, or regulatory: in administrative or adjudicatory roles. Executive and regulatory appointments require council confirmation.
- 2) All department heads, officers, and employees; manager may designate department head as appointing authority.
- 3) Citizen Advisory Council (11), to assist the manager in making appointments to city boards and commissions.

**ADMINISTRATIVE ORGANIZATION**

Manager may submit plan to council to reorganize, consolidate, or abolish any city agency, in whole or in part, or establish new city agencies.

- a) Council holds public hearing on proposed plan within 30 days of submission.
- b) Council reports approval or disapproval within 10 days following public hearing.

**PROCEDURE FOR ADOPTING BUDGET**

- 1. Manager submits proposed budget to council.
- 2. Council may hold public hearing(s). Hearing(s) required if requested by 10 registered voters.
- 3. Council adopts budget.

**OTHER FEATURES**

Capital Improvements Plan  
Initiative  
Referendum  
Council may establish neighborhood councils

**ELECTED OFFICIALS**

Town Councillors (15) (See Note 2)  
 School Committee (7)

**LEGISLATIVE BODY**

Town Council  
 - elected, 2 year term  
 - 12 from districts, 3 at-large

**Council Elects**

President and vice-president  
 of council  
 Town Accountant  
 Clerk of Council  
 Board of Appeals (3)

**CHIEF EXECUTIVE**

Town Manager  
 - appointed by council for an indefinite term

**Manager Appoints**

All officers and employees of the town not otherwise  
 provided for, except those of the school department. (See Note 3.)

**ADMINISTRATIVE ORGANIZATION**

1. Town council may reorganize town departments through ordinance.
2. Town manager may reorganize through administrative code.

**PROCEDURE FOR ADOPTING BUDGET**

1. Town manager proposes operating budget and capital improvements plan to town council.
2. Within 45 days of receipt of budget, council must hold public hearings and adopt budget, with or without amendments.

**OTHER FEATURES**

Free petition  
 Initiative  
 Referendum

**\* SPECIAL NOTES:**

(1) Summary prepared here reflects provisions of 1971 home rule charter; in 1988, town revised charter through the special act process replacing the appointed manager with a mayor elected for a two-year term. (See Chapter 234 of the Acts and Resolves of 1988.)

(2) See also: Chapter 109 of the Acts and Resolves of 2001 re: filling of councilor vacancies by special election.

(3) Agawam is exempt from state civil service law (G.L. c. 31); see Chapter 633 of the Acts and Resolves of 1978.



**ELECTED OFFICIALS**

Town Council (15)  
 School Committee (7)  
 Board of Assessors (3)

Board of Health (3)  
 Clerk

Treasurer-Collector  
 Constables (3)

**LEGISLATIVE BODY**

Town Council  
 - elected, 2 year term  
 - 2 from each of 5  
 precincts (10) and 5 at-large

**Council Appoints**

Chair and Vice-Chair of Council  
 Clerk of the Council  
 Town Administrator  
 Finance Committee

**CHIEF EXECUTIVE**

Town Administrator  
 - appointed by council, indefinite term

**Administrator Appoints\***

Police Chief	Fire Chief
Town Accountant	Town Counsel
Inspection personnel	Council on Aging (9)
Personnel Board (5)	Planning Board (5) (See Note)
Housing Authority (4)	Historic Commission (7)
Director of Public Works	Registrars of Voters
Director of Civil Defense	Conservation Commission (7)
Redevelopment Authority (4)	Zoning Board of Appeals (3)
Economic Development and Industrial Commission (15)	
Industrial Development Finance Authority (5)	
Members of other boards, commissions, committees, and officers as authorized by general law, charter or by-law.	

**ADMINISTRATIVE ORGANIZATION**

With the approval of the town council, the town administrator may establish, reorganize, or consolidate any department, board, commission, or office under his jurisdiction.

**PROCEDURE FOR ADOPTING BUDGET**

1. Town Administrator submits budget, presented in fiscal terms and by work program, to the Town Council and Finance Committee.
2. Council holds minimum of two public hearings on the proposed budget.
3. Finance Committee prepares and presents recommendations.
4. Budget presented to council for adoption.

**OTHER FEATURES**

Initiative	Recall
Referendum	Capital Improvements Program

\* appointments subject to ratification by Town Council

*NOTE: Charter amended in 1990 to authorize the election of the Planning Board. Charter amendment in 1993 (Chapter 294, Acts of 1993) establishes elected planning board of five members and one associate member to serve three-year, overlapping terms of office.*

*A second home rule charter was adopted in Franklin in 1995 (see next page for summary).*

Form of Government: **COUNCIL - ADMINISTRATOR****ELECTED OFFICIALS ( Note 1)**

Town Council (9)	Board of Assessors (3)	Treasurer/Collector
School Committee (7)	Board of Health (3)	Clerk
Planning Board (6)	Constables (3)	

**LEGISLATIVE BODY**

Town Council  
 - 9 members  
 - two-year term  
 - elected at large

**CHIEF EXECUTIVE**

Town Administrator  
 - appointed by council

**Town Administrator appoints** (subject to council ratification)

**Council appoints**

Chairman of Council  
 Vice Chairman of Council  
 Clerk of Council  
 Finance Committee (Note 2)  
 Special Study Committees

Fire Chief	Registrars of Voters (3)
Police Chief	Council on Aging (9)
Director of Public Works Conservation Commission (7)	
Town Accountant	Historic Commission (7)
Town Counsel	Zoning Board of Appeals (3)
Director of Civil Defense Industrial & Development	
Library Directors	Commission (15)
Inspectors	Industrial Development
Personnel Board (5)	Finance Authority (5)
Housing Authority (4)	Redevelopment Authority (4)

Such other boards, commissions, committees, officers, and employees as authorized by law, charter, or bylaw.

**ADMINISTRATIVE ORGANIZATION**

With the approval of the town council, the town administrator may establish, reorganize, or consolidate any department, board, commission, or office under his jurisdiction.

**PROCEDURE FOR ADOPTING BUDGET**

1. Town administrator submits proposed budget, including school committee's proposed budget, to Town Council, with budget message. Budget shall outline town's proposed financial policies for the ensuing year, describe important features of the budget, indicate variations from current year expenditures or revenues, summarize the town's debt position, and address such other matters as the administrator deems desirable or as the Finance Committee may require.
2. Town Council holds minimum of two public hearings on the proposed budget, and publishes budget summary in newspaper(s) of general circulation. Finance Committee prepares written recommendations.
3. Town Council adopts budget.

**OTHER FEATURES**

Initiative	Recall
Referendum	Capital Improvements Program

Municipal elections to be held in November of odd-numbered years.

**NOTE 1:** Councillors and school committee members serve two-year terms. All other officials serve 4-year terms. Terms of members of the Board of Assessors, Board of Health, and Planning Board are staggered.

**NOTE 2:** A finance committee on 11 members is appointed by the council; one-year term. Committee elects from its members a chairman, vice-chairman, and clerk. The treasurer/collector and town accountant serve as *ex officio* members of the committee. No town officer or employee may be appointed to serve on the committee.

City/Town: GREENFIELD

Year adopted: 1983

Form of Government: TOWN COUNCIL - SELECTMEN - TOWN MANAGER

*This charter was replaced by a mayor-council home rule charter adopted in 2002*

**ELECTED OFFICIALS**

**Selectmen Appoint**

**Manager Appoints**

Town Council (27) --  
3 elected from each of  
9 precincts, 3-year term  
Board of Selectmen (5)  
School Committee (9)  
Assessors (2)  
Redevelopment Authority (4)  
Housing Authority  
Trust Fund Trustees  
Soldiers' Memorial Trustees

Town Manager  
Accountant  
Town Counsel  
Zoning Board of Appeals  
Recreation Commission  
Council on Aging  
Registrars of Voters  
Historical Commission  
Board of Library Trustees  
Board of Health  
Greenfield-Montague  
Transit Authority  
Industrial Development  
Finance Authority  
Constables  
All other committees,  
commissions & boards

Clerk  
Treasurer  
Collector  
Police Chief  
Fire Chief  
Assessor (1 full-time)  
Planner  
Public Works Superintendent  
Sealer of Weights & Measures  
Director, Board of Health  
Building, wiring, & plumbing  
inspectors  
All other department heads,  
officers, subordinates &  
employees

**Town Council elects:**

Presiding officer from among  
its membership (no councillor  
can serve for more than  
three (3) consecutive one-year  
terms (added by Chapter 82,  
Acts of 1998)

**ADMINISTRATIVE ORGANIZATION**

- no provisions included in charter -

**PROCEDURE FOR ADOPTING BUDGET**

1. Board of Selectmen submits proposed budget to town council.
2. Town council holds public hearing.
3. Town council adopts budget.

**OTHER FEATURES**

Capital Outlay Program	Referendum
Free petition (150 or more voters)	Recall
Initiative	

*Special Notes: 1. Only town council government in Massachusetts with a board of selectmen*  
*2. Charter replaced by mayor - council home rule charter in 2002 (effective 2003)*

**ELECTED OFFICIALS**

Town Council (21)  
School Committee (7)

**Legislative Body**

Town Council  
- elected, 18 from precincts,  
3 at-large. 2-year term for  
precinct councillors, 3-year  
term for councillors at-large

**Chief Executive**

Town Administrator  
- appointed by council

**Council elects**

President, vice-president and  
clerk of council

**Administrator Appoints**

All town officers and employees not  
otherwise provided for, except those  
appointed by the School Committee.

**ADMINISTRATIVE ORGANIZATION**

Town departments may be reorganized through ordinance or by administrative code.

**PROCEDURE FOR ADOPTING BUDGET**

1. Town Administrator prepares proposed budget and capital improvements plan to town council.
2. Council holds public hearings; adopts budget.

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*a second home rule charter was adopted by the voters of Methuen in 1977.(see summary on next page)*

**ELECTED OFFICIALS**

Town Council (9)  
School Committee (7) (see Note 1)

**LEGISLATIVE BODY**

Town Council  
- elected, 6 from precincts,  
3 at-large, 2-year term

**CHIEF EXECUTIVE**

Town Manager  
- appointed by council for 3 years

**Council elects**

President, vice-president  
clerk, town accountant,  
city solicitor

**Manager Appoints\***

All town officers and employees not otherwise provided for, except those appointed by the School Committee, Board of Assessors and Building and Facilities Committees. (*See also Chapter 448 of the Acts of 1996 regarding council confirmation of certain mayoral appointments*)

**ADMINISTRATIVE ORGANIZATION**

Town departments may be reorganized through ordinance or adoption of an administrative code.

**PROCEDURE FOR ADOPTING BUDGET**

1. Town manager prepares proposed budget, in fiscal terms and by work program, and capital improvements program; submits to town council.
2. Town Council holds public hearings; adopts budget.

**OTHER FEATURES**

Free petition	Referendum
Initiative	Recall

\* Appointments accepted within 15 days if no action taken by the Council.

Note 1: School Committee membership originally composed of 6 members elected at-large; and 1 member of the Town Council elected from the Council's membership. This provision was amended in 1996 (*see Chapter 148 of the Acts of 1996*) replacing council member with **mayor**, who serves as chair of school committee.

*NOTE: Summary above reflects provisions of Methuen's home rule charter; Chapter 332 of the Acts of 1992 replaced the appointed manager with a mayor to be elected for a 2-year term. The mayoral elections were held in November, 1993 with the mayor taking office in January, 1994. The act also limits the mayor and town councillors to three terms in office.*

*Also, Chapter 95 of the Acts of 1993 authorizes the mayor to appoint two members of the Housing Authority, with confirmation by the council, and for two members to be elected by the voters of Methuen. Chapter 148 of the Acts of 1996 established terms of three years for certain department heads.*

**ELECTED OFFICIALS** *(all elected officials serve 4-year term of office)*

Town Council (9)                      Planning Board (5)  
 School Committee (5)              Town Clerk

**LEGISLATIVE BODY**

Town Council  
 - elected, 4 from districts,  
 5 at-large, 4-year term (staggered)

**CHIEF EXECUTIVE**

Town Manager  
 - appointed by council for 3 years

**Council elects**

President, vice-president &  
 clerk of the council (from  
 among its members)

**Manager Appoints\***

Department heads, and multiple-member bodies (except those  
 elected) with review by Town Council. All town agents and  
 employees (upon recommendation of department head)  
*Does not include Board of Library Trustees or library staff.*

**Council Appoints**

Town Manager  
 Library Trustee (1) ( 2 year term)

(\* Appointments accepted within 35 days unless council takes  
 action to reject proposed appointment or sooner affirms it.)

**ADMINISTRATIVE ORGANIZATION**

1. Establishes Department of Public Works, Department of Municipal Finance, Department of Public Safety, and Department of Public Service.
2. Town departments may be reorganized, created, consolidated, or abolished by vote of Town Council.

**PROCEDURE FOR ADOPTING BUDGET**

1. Town manager sets budget policies and procedures.
2. Town manager submits proposed budget to Town Council.
3. Town Council holds public hearing(s). Budget available for review prior to hearing(s).
4. Town Council adopts budget.

**OTHER FEATURES**

Capital Improvement Plan      Initiative      Referendum      Recall  
 Annual report to be prepared by town manager  
 Charter directs Town Council to initiate study of all fire and water districts  
 within the town to evaluate "the economic feasibility and viability" of  
 consolidation.  
 Open meetings of voters held upon petition of 100 or more voters

Note 1: In the initial formation of the town council, the at-large councillors shall serve for term of two years, and district councillors for four years. Terms thereafter shall be four years.

Note 2: those in office at the time of the election adopting this charter shall complete the terms to which they were elected before the appointment provisions of the charter take effect.

*This charter replaces the Palmer home rule charter providing for an open town meeting - board of selectmen and executive secretary, which was adopted in 1972.*

**ELECTED OFFICIALS**

Town Council (13)	Housing Authority (4)	Town Treasurer (see Note 1)
School Committee (7)	Redevelopment Authority (4)	Town Clerk
Board of Assessors (2)	Representatives to regional vocational school committee	

**LEGISLATIVE BODY**

Town Council

- elected; 10 from precincts for 2-year term; 3 at-large for 3-year term

**CHIEF EXECUTIVE**

Town Manager

- appointed by council for an indefinite term  
- also serves as Director of Public Works

**Council elects**

Chairman and vice-chairman of council

**Council Appoints**

Finance Committee (15) - serves as advisory body to council.

**Manager Appoints (see Note 2)**

Town Attorney	Veteran's Agent
Assessor (1)	Animal Inspector & dog officer
Building Inspector	Dog Officer
Plumbing Inspector	Board of Health
Wire Inspector	Sealer of Weights and Measures
Police Department	Gas, milk, and food inspector
Fire Department	Town Accountant
Tax Collector	Board of Appeals
By-laws Committee	Planning Board
Registrars of Voters	

All town officers, members of boards and commissions, and employees not otherwise provided for.

**ADMINISTRATIVE ORGANIZATION**

1. Town manager may reorganize departments through administrative code or by-law.
2. Department of Public Works established.

**PROCEDURE FOR ADOPTING BUDGET**

1. Town manager prepares and submits proposed budget and capital improvements program to town council.
2. Town council publishes budget summary in local newspaper; holds public hearings.
3. Council adopts budget.

**OTHER FEATURES:** Initiative Referendum

Note 1: Chapter 641 of the Acts of 1986 amended the charter to authorize the appointment of the treasurer by the town manager.

Note 2: Manager's appointments subject to town council approval

*SPECIAL NOTE: In 1975, the town secured passage of a special act stating that all laws applicable to towns applied to Southbridge. (See Chapter 790, Acts of 1975.) See next page for charter revision, adopted 2003.*

**ELECTED OFFICIALS**

Town Council (9)

School Committee (7)

Board of Assessors (2) (see Note 1)

Housing Authority (4)

Redevelopment Authority (4)

Regional vocational school committee

Town Clerk

**LEGISLATIVE BODY: Town Council**

- 9 members

- elected at large

- 3 year term (staggered)

- term limit: 3 consecutive terms

**CHIEF ADMINISTRATIVE OFFICER: Town Manager**

- appointed by council

**Council elects**

Chairperson

Vice -chairperson

**Manager Appoints**

Fire Chief (a)

Treasurer

Finance Director

Constables

Town Attorney

Board of Health (3)

Board of Registrars

Conservation Commission (7)

Liquor Licensing Board (3) (see Note 3)

Commissioners of Trust Funds

All other officers and employees of the town for whom appointment is not otherwise provided

a) employees of police and fire departments, upon chiefs' recommendations

(b) employees of the public works department, upon DPW Director's recommendation

(c) Librarian appointed with recommendation of Library Trustees

Police Chief (a)

Collector

Accountant

Town Auditor

Planning Board (7) (see Note 2)

Board of Appeals (3) (see Note 2)

World War I Memorial Trustees

Public Works Director (b)

Veterans' Agent

Librarian (c)

Assessor (see Note 1)

**ADMINISTRATIVE ORGANIZATION**

1. Town manager may propose plan to establish, reorganize, consolidate or abolish any town agency under manager's jurisdiction. Council must vote to approve or disapprove as submitted.
2. Department of Public Works established.

**PROCEDURE FOR ADOPTING BUDGET**

1. Manager prepares budget and budget message, to encompass complete financial plan for the town, including the school department. Submits to town council at least 90 days prior to start of fiscal year.
2. Town council publishes general summary of [proposed budget in local newspaper, schedules public hearing.
3. Charter requires adoption of budget by May 31 (end of eleventh month of fiscal year).

**OTHER FEATURES:**

Capital Improvement Program (public hearing required)

Search committee for town manager to be appointed by council

Initiative

Referendum

Recall

Note 1: Full-time assessor to be appointed by town manager; serves as clerk of the board

Note 2: Planning Board and Board of Appeals each have two alternate members

Note 3: appointments subject to council approval

See also: Chapter 5, Acts of 2006

**ELECTED OFFICIALS**

Town Council (9) - 4 from precincts, 4 at-large, and Council President  
 School Committee - 6 elected at-large and Council President  
 Board of Library Trustees (6)

**LEGISLATIVE BODY**

Town Council  
 - elected, 4 from precincts,  
 4 at-large, Council President (at large)  
 2-year term

**CHIEF EXECUTIVE**

Town Manager  
 - chosen by council, indefinite term

**Council President Appoints**

Town Auditor  
 Clerk of Council

**Manager Appoints**

All department heads, officers and employees		
Board of Assessors*	Town Physician	Clerk
Licensing Board*	Animal Inspector	Fence Viewers
Planning Board*	Treasurer/Collector	Constables*
Board of Health*	Board of Appeals	
Housing Authority*	Election Commission	
Town Attorney*	Council on Aging & staff	
Personnel Board*	Veteran's Services Director	
Conservation Commission	Redevelopment Authority*	
Skating Arena Commission	& staff	

**ADMINISTRATIVE ORGANIZATION**

1. Town Council may reorganize, consolidate, or abolish any existing town agency, in whole or in part, establish new town agencies, and prescribe the functions of any town agency by ordinance.
2. Town manager may submit reorganization plans to council; requires public hearing.

**PROCEDURE FOR ADOPTING BUDGET**

1. Town manager prepares and submits five year capital outlay program three months prior to submission of operating budget.
2. Town manager prepares the proposed budget for all town agencies, in fiscal terms and by work program, and submits to the town council.
3. Town council holds public hearing.
4. Town council adopts budget, with or without amendments, within 60 days.

**OTHER FEATURES**

Free petition (150 or more voters)  
 Initiative  
 Referendum

\* Appointments accepted within 30 days if the council takes no action.

*NOTE: The charter underwent extensive amendment via special act in 2001 (c.98). Changes included the requirement for a special election to fill electoral vacancies, moving the date of the primary election, removal of convicted felons from elective office, and changing the budget preparation/deliberation provisions.*

Form of Government: COUNCIL - MANAGER

**ELECTED OFFICIALS:** Town Council (9) - 6 from precincts, 2 at-large, and Council President  
 School Committee - 6 elected at-large and Council President  
 Housing Authority (4) 4 year term; (2 elected at each biennial election)  
 Board of Library Trustees (6) (4 year term, staggered)  
 Representatives to regional districts, as provided by agreement or law

**LEGISLATIVE BODY**

Town Council (see Note 1)  
 - elected, 6 from precincts,  
 2 at-large, 4-year term (staggered)  
 (5 councilors elected every 2 years)

**CHIEF EXECUTIVE**

**Council President**,  
 - elected at large  
 - 2 year term  
 - serves on school committee

**CHIEF ADMINISTRATIVE OFFICER**

Town Manager  
 - chosen by council, indefinite term

**Council elects**

Council Vice-President  
 Town clerk (3 year term)  
 Clerk of the council  
 (may be the town clerk)  
 Town Auditor (see Note 2)

**Council President Appoints (Note 3)**

Board of Appeals  
 Board of Health  
 Cemetery Commission  
 Planning Board  
 Board of Assessors  
 Historical Commission  
 Conservation Commission

Licensing Board  
 Finance Commission (*resource to town council on finance matters, 7 members, 3 year term*)  
 Other multiple member bodies as provided.  
 by ordinance

**Manager Appoints**

All department heads (see Note 4); boards, commissions, and employees for whom no other provision is made by charter or ordinance

**ADMINISTRATIVE ORGANIZATION**

1. Town Manager I may reorganize, consolidate, or abolish any existing town agency, in whole or in part, establish new town agencies, and prescribe the functions of any town agency by organization/reorganization plan. Requires public hearing by council. Effective within 60 days unless council votes to disapprove. Council cannot amend plan.
2. Licensing Board of five members established, to be appointed by council president. Three year term.

**PROCEDURE FOR ADOPTING BUDGET**

1. Town council sets budget goals.
2. School committee holds public hearing, submits proposed budget as voted to manager.
3. Town manager prepares the proposed budget for all town agencies, in fiscal terms and by work program, and submits to the town council. Proposed budget summary published.
4. Town council holds public hearing, and adopts budget, with or without amendments, within 45 days of manager's submission.

**OTHER FEATURES**

Free petition (if signed by 50 or more voters, hearing required)  
 Initiative Referendum Capital Outlay program  
 Two citizens' forums to be held annually (May and October)  
 Manager to prepare three-year financial projections and estimates

Note 1: 5 councilors constitute a quorum for the transaction of business

Note 2: may employ individual or certified public accountant firm

Note 3: Council must confirm proposed appointments by vote of minimum of 5 members.

Note 4: re: police chief and fire chief appointments – council may reject by vote of six members (minimum)