

Chapter 5

BOARDS, COMMITTEES AND COMMISSIONS

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[HISTORY: Adopted by the Town Meeting of the Town of Hopkinton as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Department of Municipal Inspections -- See Ch. 24, Art. I.

Duties of Town officers -- See Ch. 28,

ARTICLE I

**Appropriation Committee
[Adopted 3-6-1944 ATM, Art. 1]**

~ 5-1. Appointment; compensation; duties. [Amended 4-14-1992 ATM, Art. 42; 5-2-2000 ATM, Art. 48, 5-7-2007 ATM, Art. 4]

There shall be an Appropriation Committee of nine registered voters of sound business experience or good judgment, who shall serve without pay and who shall consider any and all questions involving the expenditure of money, for the purpose of making reports or recommendations thereon to the town. The Appropriation Committee shall be chosen by an appointing committee, composed of the Moderator, the Board of Selectmen and the Town Clerk. No person holding any elective or appointive office shall be eligible to appointment or qualified to serve as a member of the Appropriation Committee. The Finance Director shall serve as an ex officio member of the Appropriation Committee.

~ 5-2. Vacancies.

The Appointing Committee shall have power to fill any vacancies in the membership of the Appropriation Committee and shall appoint each year, immediately following the Annual Meeting, three members to serve each for terms of three years.

~ 5-3. Officers; regular meetings.

The Appropriation Committee shall, as soon as possible after the annual appointment of new members as stated above, meet for the purpose of organization and shall elect from the members a Chairman and a Secretary, who shall hold office until the final adjournment of the next Annual Town Meeting and until their successors are appointed. The Appropriation Committee shall meet at regular intervals.

~ 5-4. Deleted. [Amended 3-15-1960 ATM, Art. 32; 6-23-1969 STM, Art. 14; 3-4-1974 ATM, Art. 5, Deleted 5-7-07 ATM, Art. 4]

~ 5-5. Insertion of requests in Town Warrant; report by Committee.

All requests by the Town boards, officers or committees, or by citizens for appropriations shall be inserted in the Town Warrant in proper form, and all articles calling for an appropriation or expenditure of money in the Town Warrant shall be referred to the

Appropriation Committee. The Committee, after consideration, shall report with suggestions on such appropriation or expenditure, in whole or in part, and shall notify the board, officer or committee requesting same, and also the Board of Selectmen, making such suggestions or recommendations as may be advisable.

~ 5-6. Explanation of actions.

The Appropriation Committee shall at each Town Meeting present and explain its action on each of such articles in the Town Warrant, presenting its budget with advice and explanations, and recommendations as to any appropriation of Town funds.

~ 5-7. Filling of vacancies.

If a vacancy occurs in the membership of the Appropriation Committee, the Secretary shall notify the Town Clerk, who shall thereupon notify the Appointing Committee, which latter committee shall forthwith proceed to fill such vacancy.

ARTICLE II¹ (Reserved)

~~ 5-8 through 5-9. (Reserved)

ARTICLE III

Quarterly Meetings

[Adopted 3-5-1959 ATM, Art. 17]

~ 5-10. Coordination of efforts.

All town-elected officers, appointees and agents shall meet at least four times each year to exchange information regarding the business of the Town and their actions and duties so that the best interests of the Town will be served through coordination of their efforts.

~ 5-11. Chairman.

The Chairman of the Board of Selectmen shall act as Chairman of the meetings, and shall call the meetings.

¹ Editor's Note: Former Art. II, Board of Health, adopted 3-6-1944 ATM, Art. I, as amended, was repealed 5-3-1999 ATM, Art. 38.

ARTICLE IV
Council on Aging
[Adopted 3-3-1971 ATM, Art. 12]

~ 5-12. Appointment; purpose.

The Board of Selectmen shall appoint a Council on Aging for the purpose of coordinating or carrying out programs designed to meet the problems of the elderly in cooperation with programs of the Commission on Aging established under MGL c. 6, ~ 73.

~ 5-13. Membership; terms; compensation.

The Board of Selectmen shall appoint the Council on Aging consisting of seven members. Upon acceptance of this article, the Board shall appoint three members for three years, two members for two years and two members for one-year terms. Members can be reappointed for concurrent terms. The members of the Council shall serve without pay.

~ 5-14. Filling of vacancies.

Whenever a vacancy shall occur in the membership of the Council, by reason of death, resignation, inability to act or for any other reason, the vacancy shall be filled by appointment by the Selectmen for the remainder of the term.

~ 5-15. Election of officers; vacancies.

The Council on Aging at its first annual meeting and thereafter annually in April of each year shall elect from its membership a President, First Vice President, Second Vice President, Secretary and Treasurer. Each officer shall hold office until the next annual election. In the event a vacancy occurs in any of the offices above, the Council shall hold a special meeting for the purpose of electing one of its members to fill such vacancy.

~ 5-16. Annual report.

The Council shall prepare and submit an annual report of its activities to the Town and shall send a copy thereof to the Commission on Aging.

~ 5-17. Appointment of clerks and other employees.

The Council may appoint such clerks and other employees as it may require.

ARTICLE V
Capital Improvement Program Committee
[Adopted 9-18-1995 STM, Art. 33; Amended 5-1-2006 ATM, Art. 30]

~ 5-18. Establishment.

A. There shall be established a Capital Improvement Program Committee (hereinafter "Committee") which shall perform the duties set forth in the following sections of this article and shall be governed by the provisions hereof.

B. The Committee shall consist of five registered voters of the Town of Hopkinton (hereinafter "town"), none of whom is a Town employee or Town official (either elected or appointed), who shall be appointed as provided in ~ 5-19.

~ 5-19. Selection of members and term of service. [Amended 9-18-1995 STM, Art. 33]

A. Of the five members of the Committee, two shall be appointed by the Town Moderator and three by the Board of Selectmen. Subject to the provisions below, members shall be appointed for terms of five years.

B. Upon approval of the provisions of this article, the two most senior incumbent members of the Capital Improvement Program Committee as previously in place, not otherwise in conflict with ~ 5-18B above, shall continue to serve. Such incumbents shall serve as appointees of the Moderator, one to have a term expiring on June 30, 1997, and the other on June 30, 1999, as the Moderator shall designate. If there are no such incumbents, the Moderator shall otherwise appoint such eligible individuals to terms expiring as aforesaid.

C. The Board of Selectmen shall appoint three members whose terms shall expire on June 30, 1996, June 30, 1998, and June 30, 2000, and shall thereafter upon expiration of each term appoint or reappoint an individual for a term of five years.

~ 5-20. Vacancies; officers; compensation.

A. Whenever a vacancy occurs on the Committee, it shall be filled by the appointment authority that appointed the member whose position has become vacant. Any person appointed to fill a vacancy shall hold office for the unexpired term of the person succeeded.

B. The Committee shall annually elect from among its members a Chairperson and such other officers as it shall deem appropriate and shall adopt such rules and regulations affecting its governance as may be deemed necessary.

C. Committee members shall serve without compensation.

~ 5-21. Definitions. (Amended 5-1-2006 ATM, Art. 30)

For the purpose of this article, the following terms shall have the meanings indicated:

CAPITAL EXPENDITURE -- Any expenditure, financed in whole or in part by Town funds, for a capital improvement.

CAPITAL IMPROVEMENT:

- A. Any acquisition, disposition, lease or transfer of land; or a building.
- B. Any acquisition, disposition, lease or transfer of motor vehicles; or
- C. Any acquisition or lease of any single item of equipment with a total cost of \$25,000 or more, and a substantial useful life as determined by the Committee; or
- D. Any construction, reconstruction, replacement, extension or other improvement of public buildings, highways, sidewalks, storm drains, sewerage installations, playgrounds, parks or substantially similar public works, or for a facility, structure or a utility appurtenant to any of the same, with a total cost of \$25,000 or more.

~ 5-22. Duties. [Amended 5-1-2006 ATM, Art. 30; 5-7-07 ATM, Art. 4]

A. The Committee shall ascertain annually what capital expenditures will be required by the Town during the subsequent ten fiscal years. In making its determinations, the Committee shall consult with such officers of the Commonwealth of Massachusetts and of the Town and its various boards and committees, as in its discretion it shall deem appropriate and beneficial. Department heads and chairpersons of all boards, commissions and committees of the town, whether elected or appointed, shall submit to the Committee, not later than the third Monday of November of each year, recommendations and statements for capital expenditures for the subsequent ten fiscal years. Recommendations for the subsequent five fiscal years will include operating cost estimates as deemed necessary by the Committee.

B. The Committee shall submit a Capital Improvement Program to the Town Manager on or before January 1. [Added 5-7-2007 ATM, Art. 4]

C. The Committee shall publish an annual report in conjunction with the Appropriations Committee of the Town and shall include in such report its recommendations for the scheduling of capital expenditures for the subsequent ten fiscal years and for the financing of such expenditures as in its judgment cannot or should not be paid for entirely from current revenues. The Committee shall assist the Town Meeting with regard to priorities of projects, financing costs, impacts of recommended projects to the operating budget and other related matters. No capital improvement whether proposed

as a separate article, as a part of an operating budget, or in a revolving fund shall be voted upon at any Town Meeting until it has been presented in written form to the Committee for recommendation.