

## WARRANT FOR A SPECIAL TOWN MEETING

Wednesday, June 28, 2017

Commonwealth of Massachusetts, Berkshire, ss.  
To the Constables of the Town of Sandisfield

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify all the inhabitants of the Town of Sandisfield, qualified to vote in the town affairs to meet at the Old Town Hall, 3 Silverbrook Rd., Sandisfield, MA at 7:00 p.m.

### **Article 1. Establishing the Town Administrator's Duties and Functions**

To see if the Town will vote to amend the General By-Laws to insert a new bylaw entitled, "Town Administrator – Responsibilities and Duties", as printed in the warrant, or take any other action relative thereto.

There shall be a Town Administrator in the Town of Sandisfield whose responsibilities and duties shall including acting by and for the Selectmen, in accordance with G.L. c.41, §23A, in any matter which they may assign to him relating to the administration of the affairs of the Town or of any Town office or department under their supervision and control, or, with the approval of the Selectmen, to perform such other duties as set forth herein, including the following:

1. To be responsible for the daily supervision of all Town employees hired by the Board of Selectmen and to coordinate with all other departments and employees of the Town.
2. To annually confer with the Town Accountant, Treasurer, and Collector of Taxes (collectively, "Financial Staff"), Board of Assessors and others as necessary, to produce an estimate of revenues available for the ensuing fiscal year, and shall make the estimate available to the Selectmen.
3. To establish an annual budget timeline, including deadlines for development and submission of departmental budget requests, and to prepare a draft budget, balanced with available revenue, for submission to the Board of Selectmen for their review and approval or recommendation.
4. To review all departmental budgets during the course of the fiscal year, in consultation with Financial Staff, to ensure actual spending is consistent with budgeted sums and to keep the Board of Selectmen advised of any concerns.
5. To serve as the Chief Procurement Officer of the Town, responsible for undertaking procurement activities in a manner consistent with applicable law, including Massachusetts General Law Chapter 30B and local by-law.
6. To serve, with the approval of the Board of Selectmen, as the personnel officer of the Town and to establish an annual employee evaluation system and assist appointing authorities, as may be requested from time to time, with training, recruitment, discipline and termination issues.
7. Administer the Town's insurance program including workmen's compensation, employee group health/life insurance and property/liability insurance.

8. Serve as the liaison, at the direction of the Board of Selectmen, between the Town and other local, State and Federal officials, as well as Town Counsel and other advisors to the Town.
9. Attend all meetings of the Board of Selectmen and Town Meetings, unless excused by the Board of Selectmen.
10. Perform all other duties as he/she may be assigned from time to time by the Board of Selectmen.

### **Article 2. Amending Section 1. Of Chapter III (Town Officers) By-Laws**

To see if the Town will vote to amend section 1. Of Chapter III (Town Officers) of the Sandisfield By-Laws by making certain additions (underline) as shown below:

There shall be three Selectmen, their terms of office so arranged that one expires each year on the date of the Annual Town Meeting at which time a successor shall be elected for a three-year term.

- A. The Selectmen shall seven (7) days before the Annual Town Meeting of each year, cause to be printed and distributed annual reports of the Town Officers, appointees and committees. This report shall contain a statement of the financial condition of the Town, together with a detailed report of all receipts and expenditures incurred during the preceding year.
- B. The Selectmen shall have the general direction and management of the property and affairs of the Town in all matters not otherwise provided for by law and/or these bylaws.
- C. The Selectmen may from time to time establish traffic rules and regulations as they may deem advisable.
- D. The Selectmen shall be responsible for presenting an annual operating budget to Town Meeting.

### **Article 3. Amending Section 6. Of Chapter III (Town Officers) By-Laws**

To see if the Town will vote to amend section 6. Of Chapter III (Town Officers) of the Sandisfield By-Laws by making certain deletions (strikethrough) and additions (underline) as shown below:

There shall be a five (5) member Finance Committee consisting of registered voters or taxpayers of the Town of Sandisfield, no more than one of which may not be a registered voter, appointed by the Moderator of the Town for a term of three (3) years. Beginning in 1990 and continuing every third year thereafter, the Moderator shall appoint one (1) member of the Finance Committee. The Town Administrator, or designee, shall serve as a non-voting ex-officio member provided, however, that this person shall be seated and allowed to vote whenever the committee lacks a quorum. The Moderator shall fill all vacancies by appointing a registered voter or taxpayer to

serve the un-expired term. The Moderator shall remove Finance Committee members for cause. The Moderator will submit in writing to the Board of Selectmen, recommendations for the removal of finance committee members from said committee. At a regular meeting of the Board of Selectmen, said body will vote to accept/reject the Moderator's recommendation for removal of a finance committee member. The duties of the Finance Committee shall be those prescribed by Statute. The Finance Committee shall review and provide its recommendations to the Board of Selectmen regarding the Board of Selectmen's proposed annual operating budget. The Finance Committee shall convey its recommendations to Town Meeting upon request of the Board of Selectmen. The Finance Committee shall otherwise have the duties prescribed by statute (M.G.L. 39 § 16).

#### **Article 4. Curing Account Deficits**

To see if the Town will vote to appropriate the sum of \$22,013.22 the amount of all town Account Deficits and to meet that appropriation transfer \$22,013.22 from the Operations and Maintenance Account (90195.00), as itemized below for Fiscal Year 2017:

##### **Technological Upgrades**

Appropriate \$2,098.00 for Technological Upgrades and to meet that appropriation transfer \$2,098.00 from the Operations and Maintenance Account (90195.00) to the Technological Upgrades Account (10122.70).

##### **Town Administrator Expenses**

Appropriate \$465.00 for Town Administrator Expenses and to meet that appropriation transfer \$465.00 from the Operations and Maintenance Account (90195.00) to the Town Administrator Expenses Account (10124.07).

##### **Engineering Fees**

Appropriate \$4,625.00 for Engineering Fees and to meet that appropriation transfer \$4,625.00 from the Operations and Maintenance Account (90195.00) to the Engineering Fees Account (10176.03).

##### **AFLAC**

Appropriate \$3,648.22 for AFLAC and to meet that appropriation transfer \$3,648.22 from the Operations and Maintenance Account (90195.00) to the Town AFLAC Account (96090.00).

##### **Accounting Consultant**

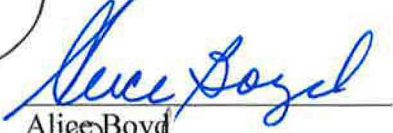
Appropriate \$1,057.50 for Accounting Consultant and to meet that appropriation transfer \$1,057.50 from the Operations and Maintenance Account (90195.00) to the Accounting Consultant Account (10147.55).

**Legal Services**

Appropriate \$10,119.50 for Legal Services and to meet that appropriation transfer \$10,119.50 from the Operations and Maintenance Account (90195.00) to the Legal Services Account (10122.04).



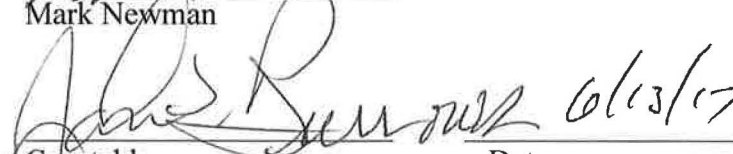
John Skrip, Chairman



Alice Boyd



Mark Newman

 06/13/17 In person

Constable

Date

Method of Service



Attest: Town Clerk