

TOWN OF HOPKINTON, MASSACHUSETTS RULE CHARTER

Hopkinton Charter Commission

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INTRODUCTION

The Hopkinton Charter Commission respectfully submits its Final Report for the

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consideration of the voters. The recommendations found in this charter have been made after long deliberation and extensive research, and the commission has made every effort to involve both citizens and officials in the process. The members of the Charter Commission believe adoption of this charter will significantly improve our town's governmental structure and its ability to deal with contemporary problems, both on a day-to-day and long-range basis.

Overview

The Charter Commission's 17-month study of our Town government has served to confirm a view long held by many, that Hopkinton has been and is fortunate to have an outstanding group of men and women serving in its elected and appointed town positions. The changes we are proposing should in no way be construed as criticism of any of them or the way in which they perform their assigned tasks. Quite the contrary, we believe adoption of the proposed charter will aid them in a more efficient and effective delivery of services to the citizens and taxpayers.

Explanation of Proposed Charter

The Town of Hopkinton currently operates under a collection of state statutes, general laws and special laws that are not consolidated in a particular document. The commission's proposed charter contains all of the provisions related to the basic operation and conduct of Town government in one document. This charter clearly describes the powers, duties, and responsibilities of Town officials and the relationships between departments.

With Hopkinton's large population growth, the business of the Town has expanded significantly and has become more complex for part-time officials to administer. The proposed charter centralizes administrative authority in order to permit a greater amount of coordination. The commission believes an organizational structure that includes a Town Manager and a Finance Director will provide more accountability and efficiency of day-to-day operations and allow the part-time Board of Selectmen, Appropriations Committee, and other volunteer boards to concentrate more fully on establishing policies and overseeing operations.

In addition, by adopting our own Home Rule Charter, we can determine the organization of local government without state approval, thereby assuming more responsibility for our own destiny and becoming more autonomous.

Statement of Major Differences

The major differences between the proposed charter and the existing laws of the Town are as follows:

1. The position of Town Manager is established. This position builds upon the existing position of Executive Secretary. The Town Manager is given responsibility to oversee daily town business, manage administrative affairs, coordinate activities of town agencies and appoint specific officers of

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the Town.

2. A Finance Department led by a Finance Director is established. It is the intent of the Charter Commission that the Finance Director position be created by expanding the responsibilities of an existing financial position. The Finance Director is given responsibility to coordinate financial management practices, facilitate long-range planning, and supervise the annual budget process.
3. The position of Police Chief is changed from a weak chief to a strong chief. This brings the degree of autonomy for this position more in line with that of the Fire Chief's position.
4. A recall provision for elected officials is established.
5. Three-year terms are established for the offices of the Town Moderator and Town Clerk.

Conclusion

The Charter Commission believes that the operation of town government has become increasingly time-consuming and complex, and a transfer of more day-to-day duties from part-time volunteers to full-time employees will enhance effectiveness. This Charter provides a governmental structure that has better defined administrative coordination, an improved financial process, and more built-in accountability. We also acknowledge that the vast majority of townspeople desire to continue conducting legislative affairs in an Open Town Meeting.

The Commission feels that this Charter will provide the framework for more efficient management of government for the future, and will afford maximum Home Rule consistent with the Constitution of the Commonwealth. This Charter contains provisions for amendment, if and when needed.

PREAMBLE:

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We, the people of the Town of Hopkinton, Massachusetts, in order to affirm the customary and traditional liberties of the people with respect to the conduct of our local government, and to take the fullest advantage inherent in the home rule amendment of the constitution of the Commonwealth, do hereby adopt the following Home Rule Charter for this Town.

ARTICLE 1: INCORPORATION, EXISTENCE AND AUTHORITY

Section 1-1: Incorporation

The inhabitants of the Town of Hopkinton, within the corporation limits as established by law, shall continue to be a body corporate and politic with perpetual succession under the name “Town of Hopkinton.”

Section 1-2: Short Title

This instrument shall be known and cited as the Hopkinton Home Rule Charter.

Section 1-3: Powers of the Town

It is the intent and purpose of the voters of the Town of Hopkinton, through the adoption of this Charter, to secure for the Town all the powers possible under the Constitution and statutes of the Commonwealth, as fully and as completely as though each such power were specifically and individually enumerated herein.

Section 1-4: Division of Powers

The administration of all the fiscal, prudential and municipal affairs of the Town shall be vested in an executive branch headed by a Board of Selectmen and a Town Manager. The legislative powers shall be exercised by an open Town Meeting.

Section 1-5: Interpretation of Powers

The powers reserved or granted to the Town of Hopkinton under this Charter are to be construed liberally and interpreted broadly in its favor and the specific mention of any particular power is not intended to limit in any way the general powers of the Town of Hopkinton as stated in Section 1-3.

Section 1-6: Intergovernmental Relations

The Town may enter into agreements with any other unit or units of government to perform jointly or in cooperation, by contract or otherwise, any of its powers or functions.

Section 1-7: Precedence of Charter Provisions

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All general laws, special laws, town bylaws, votes, rules and regulations pertaining to the Town which are in force when the charter takes effect, and which are not specifically or by implication repealed directly or indirectly hereby, shall continue in full force and effect until amended or rescinded by due course of law or until they expire by their own limitation.

Section 1-8: Ethical Standards

Elected and appointed officers and employees of the Town of Hopkinton are expected to demonstrate, by their example, in general conduct and in the performance of their duties and responsibilities, the highest ethical standards to the end that the public may justifiably have trust and confidence in the integrity of its government. Elected and appointed officers and employees of the Town of Hopkinton are expected to recognize that they act always as agents for the public, that they hold their offices or positions for the benefit of the public, that the public interest is their primary concern, and that they are expected to faithfully discharge the duties of their offices regardless of personal considerations. Elected and appointed officials and employees of the Town of Hopkinton shall not use their official positions to secure or grant special consideration, treatment, advantage, privilege or exemption to themselves or to any other person beyond that which is available to every other person.

Section 1-9: Definitions

Unless another meaning is clearly apparent from the manner in which a word is used, the following words as used in this Charter shall have the following meanings:

- a. **Charter** – Shall mean this Charter and any amendments to it, which may hereafter be adopted.
- b. **Days** – Shall refer to business days, not including Saturdays, Sundays and legal holidays when the time set is less than seven days. When the time set is seven days or more, every day shall be counted.
- c. **Emergency** – Shall mean a sudden, unexpected, unforeseen happening, occurrence, event or condition which necessitates immediate action.
- d. **general laws** – The words “general laws” (all lower case letters) shall mean laws which apply alike to all cities and towns, to all towns, or to a class of municipalities of which Hopkinton is a member.
- e. **He/him** – Words importing the masculine gender shall include the female gender.
- f. **Local Newspaper** – Shall mean a newspaper of general circulation in the Town of Hopkinton.

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- g. M.G.L.A.-** The abbreviation “M.G.L.A.” shall refer to Massachusetts General Laws Annotated.
- h. Majority Vote** – Shall mean a majority of those present and voting, provided that a quorum of the body is present when the vote is taken.
- i. Multiple Member Body** – Shall mean any town body, consisting of two or more persons and whether styled as a board, commission, committee, subcommittee, or otherwise and however elected, appointed or otherwise constituted.
- j. Quorum – Except for Town Meeting** and unless otherwise required by law or this Charter, shall mean a majority of the members of a multiple member body then in office, not including any vacancies which might then exist.
- k. Supermajority Vote** – Shall mean a vote that requires a majority plus one for passage.
- l. Town** – Shall mean the Town of Hopkinton, Massachusetts.
- m. Town Agency** – Shall mean any board, commission, committee, department, division or office of the town government.
- n. Town Bulletin Board** – Shall mean the bulletin board in the town hall, located in the main hall near the Town Clerk’s office, in which office notices are posted and those at other town buildings and/or facilities which may from time to time be designated as town bulletin boards.
- o. Town Meeting** – Shall mean the open Town Meeting established in Article 2, whether annual or special. Unless otherwise stated, provisions applying to Town Meetings or to Annual Town Meetings shall apply equally to Special Town Meetings.
- p. Town Officer** - When used with or without further qualification or description, shall mean a person having charge of an office or department of the Town who in the exercise of the powers or duties of that position exercises some portion of the sovereign power of the Town.
- q. Voters** – Shall mean registered voters of the Town of Hopkinton, Massachusetts.
- r. Warrant** – Shall mean a document required to warn and notify residents and inhabitants of the Town, qualified to vote in Town affairs, to meet at a specific place to act on published articles relating to the governance of the Town.

ARTICLE 2: LEGISLATIVE BRANCH

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Section 2-1: Town Meeting

The legislative powers of the Town shall be exercised by a Town Meeting open to all registered voters of the Town.

The Annual Town Meeting shall be held on a date fixed by bylaw and in accordance with state law.

Section 2-2: Presiding Officer

The Moderator, elected as provided in Section 3-4, shall preside at all sessions of the Town Meeting. He shall, at the first session of Town Meeting, appoint a Deputy Moderator to serve in the event of his absence or disability, provided the Town Meeting shall ratify such appointment. The Deputy Moderator may also temporarily serve in the case where the Moderator is placed in conflict or the appearance of conflict arises with regard to the substance of a particular article or matter under consideration.

The Moderator, at Town Meetings, shall regulate the proceedings, decide all questions of order, make public declaration of all votes, and may exercise such additional powers and duties as may be authorized by the general laws, by this charter, by bylaw or by other vote of the Town Meeting.

Section 2-3: The Town Report

The Board of Selectmen shall publish the Annual Town Report and make it available at least 14 days in advance of the Annual Town Meeting.

Section 2-4: Special Town Meetings

Special Town Meetings shall be held at the call of a majority of the full Board of Selectmen at such times as they deem necessary, in order to transact the legislative business of the Town in an orderly manner. Special Town Meetings shall also be held on the petition of two hundred (200) or more voters, in the manner provided by the general laws and Town bylaw.

Section 2-5: Warrants

Every Town Meeting shall be called by a warrant issued by the Board of Selectmen, which shall state the time and place at which the meeting is to convene and, by separate articles, identify the subject matter to be acted upon. The publication of the warrant for every Town Meeting shall be in accordance with general laws and Town bylaw governing such matters.

Section 2-6: Initiation of Warrant Articles

- a. **Initiation** – Subject to paragraph (c) below, the Board of Selectmen shall receive at any time petitions addressed to it which request the submission of any matter to

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- the Town Meeting and which are filed by: (1) any town officer, (2) any multiple member body acting by a majority of its members, (3) any ten (10) voters for an Annual Town Meeting and any one hundred (100) voters for a Special Town Meeting.
- b. Referral** – Following receipt of any petition containing a proposed warrant article, the Board of Selectmen shall cause a copy of the proposal to be delivered to the chairman of the Appropriations Committee, and shall cause such other distribution to be made of each such proposal as may be required by the general laws or by bylaw.
 - c. Inclusion on the Warrant – Annual Town Meeting** – The Board of Selectmen shall include in the warrant, for a regular Town Meeting, the subject matter of all petitions which have been received by it sixty (60) or more days prior to the date fixed by Town bylaw for Town Meeting to convene. The Board of Selectmen shall not include in any such warrant the subject matter of any petition which has been received by it after said day nor shall any matter originating with the Board be included after said date.
 - d. Inclusion on the Warrant – Special Town Meeting** - Whenever a Special Town Meeting is to be called, the Board of Selectmen shall give notice to all Town Agencies of such intention and shall publish a notice of its intention in a local newspaper. The Board of Selectmen shall include in the warrant for such Special Town Meeting the subject matter of all petitions, which are received at its office on or before the close of the tenth business day following such publication.

Section 2-7: Availability of Town Officials at Town Meetings

Every Town officer, the chairperson of each multiple member body, the head of each department and the head of each division within the said departments shall attend all sessions of the Town Meeting.

In the event any Town officer, chairperson of a multiple member body, department or division head is to be absent due to illness or other reasonable cause, such person shall designate a deputy to attend to represent the office, multiple member body, department or division. If any person designated to attend the Town Meeting under this section is not a voter, such person shall, notwithstanding, have a right to address the meeting for the purpose of fulfilling the objectives of this section.

Section 2-8: Clerk of the Meeting

The Town Clerk shall serve as clerk of the Town Meeting, give public notice of all adjourned sessions of the Town Meeting, record its proceedings, and perform such additional duties in connection therewith as may be provided by the general laws, by this Charter, by bylaw or by other Town Meeting vote.

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Section 2-9: Rules of Procedure

The Town Meeting may, by bylaw, establish and from time to time amend, revise or repeal rules to govern the conduct of all Town Meetings.

Section 2-10: General Powers and Duties

The Town Meeting shall provide for the exercise of all of the powers of the Town and for the performance of all duties and obligations imposed upon the Town for which no other provision is made in this Charter, by the general laws or by bylaw.

ARTICLE 3: ELECTED OFFICERS

Section 3-1: General

- a. **Elective Town Offices** - The Town offices to be filled by the voters shall be a Town Clerk, Town Moderator, Board of Selectmen, School Committee, members of a Hopkinton Housing Authority, a Planning Board, a Board of Assessors, a Board of Health, a Cemetery Commission, a Parks and Recreation Commission, Commissioners of the Trust Fund and such other officers or representatives to regional authorities or districts as may be established by law or by inter-local agreement which shall also be filled by ballot at Town elections.
- b. **Town Election** - The annual election for the purpose of election by ballot of Town officers and voting on any questions required by law to be placed upon the official ballot shall be held on a date fixed by bylaw.
- c. **Compensation** - Elected Town officers shall receive such compensation for their services as may be appropriated at the Annual Town Meeting for such purpose.
- d. **Coordination** - Notwithstanding their election by the voters, the Town officers named in this section shall be subject to the call of the Board of Selectmen or of the Town Manager, at all reasonable times, for consultation, conference and discussion on any matter relating to their respective offices.
- e. **Filling of Vacancies**
 1. **Town Clerk and Moderator** - If there is a failure to elect, or if a vacancy occurs in the office of Town Clerk or Town Moderator, the Board of Selectmen shall appoint a suitable person to serve until the next town election.
 2. **Multiple member body** – If there is a failure to elect, or if a vacancy occurs in the membership of an elected multiple member body, the remaining members of the multiple member body shall give notice to the Board of Selectmen and to the public of such vacancy in accordance with

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the provisions of Section 7-9; the Board of Selectmen, with the remaining members of such multiple member body shall, not less than one (1) week after notice of the date on which the vote is to be taken, fill such vacancy until the next town election by a joint vote. The affirmative votes of the majority of the persons entitled to vote on such a vacancy shall be necessary for such elections.

- 3. Board of Selectmen** – If there is a failure to elect, or if a vacancy occurs in the membership of the Board of Selectmen, the remaining members of the Board of Selectmen may call a special election to fill such vacancy or shall call such special election upon the written request of two hundred (200) or more voters.

f. Recall Provision for Elected Officers

- 1. Application** - Any holder of any elective Town office, as defined in Section 3-1(a), may be recalled provided that the recall election occurs prior to six months from the end of his elective term.
- 2. Recall Petition** – Ten (10) percent of the voters of the Town may file with the Town Clerk an affidavit containing the name of the officer sought to be recalled and a statement of the grounds for the recall, provided, however, not less than two hundred (200) such names shall be from each of the precincts of the Town. The Town Clerk shall thereupon deliver to said voters making the affidavit copies of petition blanks demanding such recall. The petition blanks shall contain the following heading: Initiating a recall is a serious process and should not be undertaken lightly. The blanks shall be issued by the Town Clerk with the Town Clerk's signature and official seal. They shall be dated, shall be addressed to the board of selectmen, shall contain the names of all petitioners to whom they are issued, the name of the person whose recall is sought, the grounds for recall as stated in the affidavit and shall demand the election of a successor to said office. A copy of the affidavit shall be entered in a record book to be kept in the office of the Town Clerk. The recall petitions shall be returned and filed with the clerk within forty five (45) days following the date of the filing of the affidavit signed by at least 20% of the registered voters of the Town as of the date such affidavit was filed with the Town Clerk.

The Town Clerk shall, within one (1) business day of receipt, submit the petition to the Registrar of Voters in the Town, and the Registrar shall, within five (5) business days, certify thereon the number of signatures that are names of registered voters of the Town.

- 3. Recall Election** – If the petitions are certified by the Registrar of Voters to

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be sufficient, the Town Clerk shall submit the same with such certificate to the Board of Selectmen. Upon receipt of the certificate, the Board of Selectmen shall forthwith give written notice of such petition and certificate by certified mail to the officer whose recall is sought. If said officer does not resign his office within five (5) days after delivery of such notice, the Board of Selectmen shall order an election to be held on a date fixed by them not more than ninety (90) days after the date of the Town Clerk's certificate that a sufficient petition has been filed; provided, however, that if any other town election is to occur within one hundred (100) days after the date of the certificate, the Selectman shall postpone the holding of the recall election to the date of such other election. If said officer resigns after a recall election has been ordered, the election shall nevertheless proceed as provided in this section.

4. **Nomination of Candidates** – An officer whose recall is sought may be a candidate to succeed to the office in the event the vote on the recall is in the affirmative. The nomination of other candidates, the publication of the warrant for the recall election, and conduct of the recall election shall be in accordance with the provisions of law relating to elections, unless otherwise provided in this section.
5. **Office Holder** – The incumbent shall continue to perform the duties of the office during the recall procedure. If the incumbent is not removed, the incumbent shall continue in the office for the remainder of the unexpired term subject to recall as before. If recalled at the recall election, the incumbent shall be deemed removed upon the qualification of the successor, who shall hold office during the unexpired term. If the successor fails to qualify within five (5) days after receiving notification of election, the incumbent shall thereupon be deemed removed and the office vacant.
6. **Ballot Proposition** – Ballots used in a recall election shall contain the following propositions in the order indicated:

Shall the Town of Hopkinton recall (name of officer) Yes No

Below the propositions shall appear the word "Candidates," the directions to the voters required by M.G.L.A A.54, § 42, and below the directions the names of candidates nominated in accordance with the provisions of law relating to elections. If a majority of the votes cast on the question of recall is in the affirmative, the candidate receiving the highest number of votes shall be declared elected. If a majority of the votes on the recall question is in the negative, the ballots for the candidates need not be counted.

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7. **Office Holder Recalled** – No person who has been recalled from an office or who has resigned from an office while recall proceedings were pending against him, shall be appointed to any Town office within two (2) years after the date of such recall vote or such resignation.

Section 3-2: Board of Selectmen

- a. **Composition, Term of Office** - There shall be a Board of Selectmen consisting of five (5) members elected for terms of three (3) years each, so arranged that the term of office of as nearly equal number of members as is possible shall expire each year.
- b. **Powers and Duties** – The executive powers of the Town shall be vested in the Board of Selectmen which shall be deemed to be the chief executive office of the Town. The Board of Selectmen shall have all of the executive powers it is possible for a Board of Selectmen to have and to exercise, except those powers and duties assigned by this Charter, by bylaw or by other Town Meeting vote to the Town Manager. The Board of Selectmen:
 1. Shall serve as the chief policy making agency of the Town.
 2. Shall be responsible for the formulation and promulgation of policy to be followed by all Town Agencies serving under it.
 3. Shall, in conjunction with other elected Town officers and multiple member bodies, develop and promulgate policy guidelines designed to bring all Town Agencies into harmony.

Nothing in this section shall be construed to authorize any member of the Board of Selectmen, nor a majority of such members, to become involved in the day-to-day administration of any Town Agency.

- c. **Licensing Authority Other Than Alcoholic Beverages** – Other than licenses for the sale or distribution of alcoholic beverages, the Board of Selectmen shall be the license board of the Town and shall have the power to issue licenses, to make reasonable rules and regulations regarding the issuance of such licenses and to attach such conditions and restrictions thereto as it deems to be in the public interest provided such rules, regulations, conditions and restrictions are not incompatible with applicable law. The Board of Selectmen shall enforce the laws relating to all businesses for which it issues licenses. The Board of Selectmen may delegate such licensing authority unless specifically prohibited by the general law.
- d. **Appointing Authority** - The Board of Selectmen shall appoint the Town Manager, Town Counsel, Police Chief, Fire Chief and members of multiple member bodies for whom no other method of selection is provided by the general laws, by the Charter or by bylaw, except officials appointed by state officers. The Police Chief shall be appointed and removed subject to the “strong chiefs” law.

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The Fire Chief shall be appointed and removed subject to the “strong chiefs” law.

- e. **Investigations** - The Board of Selectmen may conduct investigations and may authorize the Town Manager to investigate the affairs of the Town and the conduct of any Town Agency including any doubtful claims against the Town.

Section 3-3: School Committee

- a. **Composition, Term of Office** - There shall be a School Committee consisting of five (5) members elected for terms of three (3) years each so arranged that the term of office of as nearly an equal number of members as is possible shall expire each year.
- b. **Powers and Duties** - The School Committee shall have all of the powers and duties which are given to school committees by M.G.L.A. and have such additional powers and duties as may be authorized by this charter, by bylaw, or by other Town Meeting vote. The powers of the School Committee shall include, but are not intended to be limited to the following:
 - 1. To appoint a superintendent, and other officers as allowed by the general laws, to fix compensation and to define their duties, make rules concerning their tenure of office and to discharge them.
 - 2. To make all reasonable policies consistent with M.G.L.A. or Department of Education regulations for the administration and management of the public school system and for the conduct of its own business and affairs.
 - 3. To adopt a budget.

Section 3-4: Town Moderator

- a. **Term of Office** - There shall be a Town Moderator elected for a term of three (3) years.
- b. **Powers and Duties** - The Town Moderator shall be the presiding officer of the Town Meeting, as provided in Section 2-2, regulate its proceedings and perform such other duties as may be provided by general law, by Charter, by bylaw or by other Town Meeting vote.
- c. **Appointments** – The Town Moderator shall, as part of an appointing committee composed of the Moderator, Board of Selectmen and Town Clerk, appoint members of the Appropriations Committee, and shall make any other appointments provided for by this Charter, by bylaw or by general laws.
- d. **Deputy Moderator**- At the first session of the Annual Town Meeting, the Moderator shall appoint a voter to serve as Deputy Moderator in the event of the temporary absence or disability of the Moderator and/or to assist the Moderator

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for meetings held in multiple locations. The Deputy Moderator may also temporarily serve in the case where the Moderator is placed in conflict or the appearance of conflict arises with regard to the substance of a particular article or matter under consideration. The appointment of a Deputy Moderator shall be subject to ratification by the Town Meeting.

In the absence of the Moderator and the duly ratified Deputy Moderator at any session of Town Meeting, the Town Clerk shall open the meeting and preside over the election of an Acting Moderator. In the absence of the Moderator and the Town Clerk, the presiding officer of the first session of the Town Meeting shall be determined in accordance with the general laws.

Section 3-5: Hopkinton Housing Authority

- a. **Composition, Term of Office** - There shall be a Hopkinton Housing Authority, which shall consist of five (5) members each serving for a term of five (5) years, such terms being arranged in order that the term of one (1) member shall expire each year. The voters shall elect four (4) of these members and the fifth member shall be appointed as provided in the general laws.
- b. **Powers and Duties** - The Hopkinton Housing Authority shall conduct studies of the housing needs of the community and shall provide programs to make available housing for families of low income and for elderly persons of low income. The Hopkinton Housing Authority shall have such other powers and duties as are assigned to housing authorities by general law.

Section 3-6: Planning Board

(a) **Composition, Term of Office** - There shall be a Planning Board consisting of nine (9) members each elected for a term of five (5) years, such terms being so arranged in order that the term of office of as nearly an equal number of members as possible shall expire each year.

(b) **Powers and Duties** - The Planning Board shall have those powers and duties given to Planning Boards under the constitution and general laws, and shall also have such additional powers and duties as may be authorized by the Charter, by bylaw or by other Town Meeting vote.

(c) **Appointments** – The appointment of Town Planner shall be made by the Planning Board.

Section 3-7: Town Clerk

(a) **Term of Office** - There shall be a Town Clerk elected for a term of three (3)

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years.

(b) Powers and Duties - The Town Clerk shall be the keeper of vital statistics for the Town, the custodian of the Town seal and all records of the Town; shall administer the oath of office to all Town officers, elected or appointed; shall issue such licenses and permits as are required by general law to be issued by such clerks; shall supervise and manage the conduct of all elections and matters relating thereto and shall be the clerk of the open Town Meeting, keep its records and, in the absence of the Town Moderator and Deputy Town Moderator, serve as temporary presiding officer. The Town Clerk shall have all the other powers and duties which are given to Town Clerks by general laws, and such additional powers and duties as may be provided by Charter, by bylaw or by other Town Meeting vote.

(c) Vacancy - If a vacancy occurs in the office of Town Clerk, the Assistant Town Clerk, shall serve as Town Clerk until a new Town Clerk is elected and sworn into office. Should the Assistant Town Clerk be unable to serve as Town Clerk, the Board of Selectmen shall appoint an acting Town Clerk to fill the term until the next annual election, at which the voters will fill the vacancy for the remainder of the original term.

Section 3-8: Board of Assessors

(a) Composition, Term of Office - There shall be a Board of Assessors consisting of three (3) members elected for a term of three (3) years each, so arranged that the term of office of as nearly an equal number of members as possible shall expire each year.

(b) Powers and Duties - The Board of Assessors shall perform the functions and duties required by the general laws for Boards of Assessors except the duties which are performed by the Principal Assessor as established by this Charter in Section 5-4.

Section 3-9: Board of Health

(a) Composition, Term of Office – There shall be a Board of Health consisting of three members elected for a term of three (3) years each, such terms being so arranged in order that the terms of office of nearly an equal number of members as possible shall expire each year.

(b) Powers and Duties – The Board of Health shall make reasonable health regulations and shall enforce the laws relating to public health, the provisions of the state code relating to public health, and all local health regulations. The board shall have all of the other powers and duties, which have been given to Boards of Health by general laws, by this charter, by bylaw or by other Town Meeting vote.

(c) Appointments – The appointment of the Health Agent, Health Inspector or any other department employee shall be made by the Board of Health.

Section 3-10: Parks and Recreation Commission

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(a) Composition, Term of Office – There shall be a Parks and Recreation Commission consisting of five (5) members each elected for a term of three (3) years, such terms being so arranged in order that the term of office of as nearly an equal number of members as possible shall expire each year.

(b) Powers and Duties – The Parks and Recreation Commission shall have the powers and duties which have been given to the Parks and Recreation Commission by general law, this Charter, by bylaw or by other Town Meeting, vote.

(c) Appointments – The appointment of the Parks and Recreation Director shall be made by the Parks and Recreation Commission.

Section 3-11: Other Elected Officers

Powers and Duties - All other elected officers shall have the powers and duties that have been conferred upon their offices by general law, by this charter, by bylaw or by other Town Meeting vote.

ARTICLE 4: Town Manager

Section 4-1: Appointment, Qualifications and Review Procedure

(a) The Board of Selectmen, by an affirmative vote of the majority of the full Board, shall appoint a Town Manager for a three-year (3) term, and fix the compensation of the Town Manager within the amount annually appropriated for this purpose. The office of the Town Manager shall not be subject to the Town's Salary Administration Plan. The Town Manager shall be appointed solely on the basis of his executive and administrative qualifications. He shall be a professionally qualified person of proven ability, especially fitted by education, training and previous experience to perform the duties of this office. He shall not have served as a member of the Board of Selectmen for at least five (5) years prior to his appointment. The town may from time to time, by bylaw, establish such additional qualifications for the Town Manager as deemed necessary and/or appropriate.

(b) The position of Town Manager shall be a full-time position and the Town Manager shall devote his best efforts to the office and shall not hold any other public office, elective or appointive, nor engage in any business or occupation during his term, unless said action is fully disclosed and approval is granted by the Board of Selectmen in advance, in writing.

(c) The Board of Selectmen shall provide for an annual review of the job performance of the Town Manager, which shall, at least in summary form, be a public record in accordance with the personnel bylaw or accepted evaluation process.

Section 4-2: Powers and Duties

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The Town Manager shall be the chief administrator of the Town and shall be responsible to the Board of Selectmen for the proper administration of all Town affairs placed in his charge by this Charter. The powers and duties of the Town Manager shall include but are not intended to be limited to the following:

(a) To supervise and be responsible for the efficient and coordinated administration of all Town functions under his control, as may be authorized by the Charter, by bylaw, by other Town Meeting vote or by the Board of Selectmen, including all officers appointed by him and their respective departments.

(b) To coordinate the activities of all Town Agencies serving under the Town Manager and/or the Board of Selectmen with those under the control of other officers and multiple member bodies elected directly by the voters. For this purpose, the Town Manager shall have the authority to require the persons so elected, or their representatives, to meet with the Town Manager at reasonable times for the purpose of effecting coordination and cooperation among all agencies of the Town.

(c) To appoint and remove department heads, officers and subordinates and employees for whom no other method of appointment or removal is provided in the Charter, the general laws or bylaw. Appointments made by the Town Manager shall be filled at a regularly scheduled meeting of the Board of Selectmen and shall become effective upon confirmation by the affirmative vote of the majority of the Board of Selectmen.

(d) To act as a negotiator for all collective bargaining agreements to which the Board of Selectmen is a party.

(e) To conduct annual performance evaluations of all employees subject to his appointment and consult with elected and appointed boards to contribute to the preparation of the evaluations of department heads associated with such departments.

(f) To fix the compensation of Town officers and employees appointed by him within the limits established by the Salary Administration Plan, collective bargaining agreements or as required by the general laws.

(g) To attend all regular and special meetings of the Board of Selectmen, unless excused at his request, and have a voice, but no vote, in all discussions.

(h) To attend all sessions of the Town Meeting and answer all questions directed to him which are related to the office of the Town Manager or concerning which he possesses the relevant information.

(i) To see that all provisions of the general laws, of the charter, of the bylaws and other Town Meeting votes, and directives of the Board of Selectmen that require enforcement by him or by officers or employees subject to his direction and supervision,

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are faithfully carried out.

- (j) To coordinate the preparation of the Town's annual budget.
- (k) To coordinate the preparation of the Town's annual report.
- (l) To perform such duties as necessary or as may be assigned by this Charter, by bylaw, by Town Meeting vote or by the Board of Selectmen.

Section 4-3: Removal and Suspension

(a) The Board of Selectmen may, by the affirmative vote of four (4) members of the Board of Selectmen, terminate and remove or suspend the Town Manager from office in accordance with the following procedure:

1. The Board of Selectmen shall adopt a preliminary resolution of removal by the affirmative vote of four (4) members, which must state the reason or reasons for removal. The preliminary resolution may suspend the Town Manager for a period not to exceed forty-five (45) days. A copy of the resolution shall be delivered to the Town Manager within forty-eight (48) hours of its adoption.

2. Within seven (7) days after receipt of the preliminary resolution, the Town Manager may request a public hearing by filing a written request for such a hearing with the Board of Selectmen. This hearing shall be held at a meeting of the Board of Selectmen not later than twenty (20) days after the request is filed nor earlier than three (3) days after the request is filed. The Town Manager may file a written statement responding to the reasons stated in the resolution of removal with the Board of Selectmen, provided the same is received at the office of the Board of Selectmen more than forty-eight (48) hours in advance of the public hearing.

3. If the Town Manager has not requested a public hearing pursuant to paragraph (2) above, the Board of Selectmen, by the affirmative vote of four members of the Board of Selectmen, may adopt a final resolution of removal not less than ten (10) nor more than twenty-one (21) days following the date of delivery of a copy of the preliminary resolution to the Town Manager. If the Town Manager has requested a public hearing pursuant to paragraph (2) above, the Board of Selectmen, by the affirmative vote of four members of the Board of Selectmen, may adopt a final resolution of removal. Failure to adopt a final resolution of removal within the time periods as provided in this section shall nullify the preliminary resolution of removal and the Town Manager shall, at the expiration of said time, resume the duties of the office.

4. Any action by the Board of Selectmen to terminate, remove or suspend shall be conducted pursuant to the provisions of M.G.L.A. c 39, sec.23B, the Open Meeting Law.

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(b) The action of the Board of Selectmen in terminating, removing or suspending the Town Manager shall be final.

Section 4-4: Vacancy in the Office of the Town Manager

(a) **Permanent Vacancy**-The Board of Selectmen shall fill any permanent vacancy in the office of the Town Manager as soon as possible in accordance with section 4-1 (a) of this charter. Pending the appointment of a Town Manager or filling of any vacancy, the Board of Selectmen shall, within a reasonable period of time, not to exceed fourteen (14) days appoint some other capable person to temporarily perform the duties of the Town Manager until a permanent replacement is appointed.

(b) **Temporary Absence or Disability**- The Town Manager may designate by letter filed with the Town Clerk and Board of Selectmen a capable officer of the Town to perform the duties of Town Manager during a temporary absence or disability.

If such absence or disability exceeds thirty (30) days, any designation by the Town Manager shall be subject to approval by the Board of Selectmen. In the event of failure of the Town Manager to make such a designation, or if the person so designated is unable to serve, the Board of Selectmen may designate some other capable person to perform the duties of Town Manager until such time as the Town Manager returns.

(c) **Powers and Duties**- The powers and duties of the acting Town Manager, under (a) and (b) above, shall be limited to matters not admitting of delay and shall include authority to make temporary, emergency appointments or designations to Town office or employment, but not to make permanent appointments or designations.

ARTICLE 5: ADMINISTRATIVE ORGANIZATION

Section 5-1: Organization of Town Agencies

The organization of the Town into operating agencies for the provision of services and administration of the government may be accomplished through either of the methods provided in this Article.

a. **Bylaws** - Subject only to the express prohibitions in the general laws or the provisions of this Charter, the Town Meeting may, by bylaw, reorganize, consolidate, create, merge, divide or abolish any Town Agency, in whole or in part; establish new Town Agencies as it deems necessary or advisable, and determine the manner of selection, the terms of office and prescribe the functions of all such entities; provided however, that no function assigned to a particular Town Agency may be discontinued or assigned to any other Town Agency, unless this Charter specifically so provides.

(b) **Administrative Order** - The Town Manager may, from time to time, prepare

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as an administrative order, a plan of organization or reorganization of Town departments, agencies or officers over which he has control or he deems necessary or advisable for the orderly, efficient and convenient conduct of Town business. The administrative order may:

1. Consolidate, create, merge, divide or abolish any Town Agency, commission, committee or office over which the Town Manager has control, for departments, committees, agencies or commissions, except the School Department, Police Department, Fire Department or Department of Public Works, in whole or part.
2. Establish new Town Agencies, commissions, committees or offices for departments, committees or commissions.
3. Prescribe the functions and administrative procedures to be followed by all such departments, agencies, commissions or committees and so far as is consistent with the use for which the funds were voted by the Town, transfer the appropriations of one Town Agency to another, provided, however, that no function assigned by this Charter to a particular Town Agency may be discontinued or assigned to another Town Agency unless this Charter specifically so provides.

The Town Manager shall submit such administrative orders to the Board of Selectmen. The Board of Selectmen shall conduct at least one (1) public hearing on said administrative orders within thirty (30) days of receipt, giving notice by publication in a local newspaper, which notice shall describe the scope of the proposal and the time and place at which the public hearing will be held. Following the public hearing, the proposal, which may have been amended subsequent to the public hearing, shall be subject to final review by the Board of Selectmen.

An organization or reorganization plan submitted by the Town Manager shall become effective at the expiration of sixty (60) days following the date of its first submission to the Board of Selectmen unless the Board of Selectmen by an affirmative vote of at least three (3) members has sooner voted to approve or reject it.

Section 5-2: Publication of Administrative Order

For the convenience of the public, the administrative order and any amendments hereto shall be printed as an appendix to, but not an integral part of the Town bylaws.

Section 5-3: Merit Principle

All appointments and promotions of Town officers and employees shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competency and suitability

Section 5-4: Department of Finance

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(a) There shall be a Department of Finance in the Town, including an appointed Treasurer-Collector and an appointed Principal Assessor, which shall, in matters dealing with Town finance, be responsible to the Finance Director, who is appointed by the Town Manager.

(b) The scope and function of the Department of Finance shall be to provide the coordination of all financial services and activities and provide assistance to all other town departments in any matter related to finances, and other such functions related to the fiscal management and planning of the town.

(c) The Finance Director and other officers and employees of the Department of Finance shall operate in matters related to finance under the oversight and direction of the Town Manager and shall assist the manager in providing required reports and preparing materials for the budget process, as specified in Article 6, Section 4 of this charter.

(d) **Treasurer/Collector** – The Treasurer/Collector shall be appointed by the Town Manager for a term not to exceed three (3) years. The Treasurer/Collector shall have all the powers and duties vested in this office by the general laws, by this charter, by by-laws or by other Town Meeting vote.

(e) **Principal Assessor** – The Principal Assessor shall be appointed by the Town Manager for a term not to exceed three (3) years. The Principal Assessor shall have all the powers and duties vested in this office by the general laws, by this charter, by bylaw or by other Town Meeting vote.

Section 5-5: Finance Director

a. The Finance Director shall provide oversight for the financial operations of the Town, including accounting, collections, management of funds, borrowing and assessing.

b. The Finance Director shall serve as the Town Accountant.

c. The Finance Director shall oversee the Accounting Department and coordinate all financial planning, budgeting and any other financial matters as determined by the Town Manager.

d. The Finance Director shall serve as an ex officio member of the Appropriations Committee.

e. The Finance Director shall assist the Town Manager in the preparation of the annual operational budget of the Town.

f. The Town Manager shall delegate to the Finance Director such duties and powers as are necessary for the administration of the financial matters of the Town, in

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accordance with general laws, this charter, town bylaws and regulations established by the Board of Selectmen.

ARTICLE 6: FINANCE AND FISCAL PROCEDURES

Section 6-1: Fiscal Year

The fiscal year of the Town shall begin on the first day of July and shall end on the last day of June, unless the general laws require another period.

Section 6-2: Submission of Budget

(a) Prior to the first day of October in each year, the Town Manager shall establish and issue a budget schedule which shall set forth the calendar dates relating to the development of the Town's annual operating budget for the ensuing fiscal year.

(b) The schedule shall be in accordance with this Charter unless deviation there from is recommended by the Town Manager and approved by the Board of Selectmen and the Appropriation Committee.

(c) Prior to the first day of November in each year, the Board of Selectmen, after consultation with the Town Manager, shall issue a policy statement that shall establish the general guidelines for the budget for the Town for the ensuing year.

(d) On or before January 1 of each year, all department heads and all multiple member bodies shall submit detailed budget requests to the Town Manager, with the exception of the School Department, which shall submit its budget request on or before February 1.

(e) On or before March 1, the Town Manager shall submit to the Board of Selectmen a comprehensive draft budget and a draft budget message for all town functions for the ensuing fiscal year.

f. The draft budget message shall explain the draft budget in fiscal terms and in terms of the specific projects that are contemplated in the ensuing fiscal year. It shall:

1. Outline the proposed financial policies of the town for the ensuing fiscal year.
2. Describe the important features of the budget.
3. Indicate any major changes from the current fiscal year in

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financial
policy, expenditures and revenues, together with the reasons
for such

changes.

4. Summarize the Town's debt position.
5. Include such other information as the Town Manager may deem appropriate.

(g) On or before March 15, the Board of Selectmen shall both adopt or amend and adopt the draft budget submitted to it by the Town Manager as its proposed budget and submit the proposed budget to the Appropriation Committee.

(h) The Appropriation Committee shall conduct one (1) or more public hearings on the proposed budget, including the school budget, and, at least ten (10) days prior to the date of the Annual Town Meeting, shall issue printed recommendations and detailed explanations of all financial articles in an annual Appropriation Committee report. In preparing its recommendations, the Appropriation Committee may require the Town Manager, any Town department, office, board, commission, or committee to appear before it and furnish it with such additional financial reports and budgetary information as it may deem necessary or appropriate.

(i) The Appropriation Committee shall present the proposed budget to the Town Meeting.

Section 6-3: Capital Improvements

On or before January 15, the Town Manager must submit a Capital Improvements program to the Board of Selectmen and Appropriation Committee. It shall be based on material prepared by the Capital Improvements committee and include:

- a. A clear and concise general summary of the Capital Improvement program
- (b) A list of all capital improvements proposed to be undertaken during the following ten (10) years, with supporting information as to the need for each capital improvement.

The Capital Improvement program information will be reviewed annually by the Town Manager to determine the status of capital improvements still pending or in the process of being acquired, improved or constructed.

Section 6-4: Approval of Warrants

The Town Manager shall have authority to approve for payment all items contained in the

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Town warrants submitted by the Town Treasurer/Collector. In the absence of the Town Manager or if there is a vacancy in the office of the Town Manager, the Board of Selectmen shall approve for payment items contained in the Town warrants.

Section 6-5: Audits

The Board of Selectmen shall provide for an independent audit of all financial books and records of the Town no less than once a year, or whenever it deems an audit of the whole town, or of any particular Town Agency, to be necessary.

Audits of the financial books and records shall be conducted by a certified public accountant, or firm of such accountants, having no interest, direct or indirect, in the affairs of the Town. The Appropriation Committee and its agents shall have access at all times to books and financial records of the Town departments for its review.

Results of the audit, financial statements and management letter, shall be made available to the public in the Selectmen's office.

ARTICLE 7: GENERAL PROVISIONS

Section 7-1 Charter Changes

This Charter may be replaced, revised, or amended in accordance with any procedures made available under the state constitution and any statutes enacted to implement the said constitutional provisions.

Section 7-2 Severability

The provisions of this Charter are severable. If any provision of this charter is held invalid, the other provisions of this charter shall remain in full force and effect and shall not be affected thereby. If the application of this Charter or any of its provisions to any person or circumstances is held invalid, the application of this Charter and its provisions to other persons and circumstances shall not be affected thereby.

Section 7-3 Specific Provisions to Prevail

To the extent that any specific provision of this Charter shall conflict with any provision expressed in general terms, the specific provisions shall prevail.

Section 7-4 Number and Gender

Words importing the singular number may extend and be applied to several persons or things; words importing the plural number may include the singular; words importing the feminine gender shall include the masculine gender; words importing the masculine gender shall include the feminine gender.

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Section 7-5 Rules and Regulations

A copy of all rules and regulations adopted by any Town Agency shall be filed in the office of the Town Clerk and any such rule or regulation shall not become effective until five days after the date of such filing. Copies of all such rules and regulations shall be made available for review by any person who requests such information pursuant to the Public Records Law.

Section 7-6 Periodic Charter Review

At least once in every ten (10) years, in each year ending in a six (6), the Town Clerk shall establish a special committee for the purpose of reviewing this Charter and to make a report, with recommendations, to the Town Meeting concerning any proposed amendments which said committee may determine to be necessary or desirable. The committee shall consist of seven (7) members who shall be appointed as follows: The Board of Selectmen, School Committee and Town Clerk shall each designate one person, the Appropriation Committee shall designate two persons; and two persons shall be appointed by the Moderator.

Section 7-7 Removals

(a) Except for the Town Manager, any appointed officer, member of a multiple member body or employee of the Town not covered by the terms of a collective bargaining agreement which provides a different method, and whether appointed for a fixed or an indefinite term, may be removed from office by the appointing authority.

(b) The appointing authority, when removing any such officer, member of a multiple member body or employee of the Town, shall act in accordance with following procedure:

1. A written notice of intent to remove and a statement of the reason or reasons therefore shall be delivered by registered mail to the last know address of the person sought to be removed.

2. Within five (5) days of the date of the delivery of such notice, the officer, member of a multiple member body or employee of the Town may request a public hearing at which such person may be represented by counsel, shall be entitled to present evidence, call witnesses and to question any witnesses appearing at the hearing.

3. Not later than ten (10) days after the public hearing is adjourned, or if the officer, member of a multiple member body or employee of the Town fails to request a public hearing not less than six (6) nor more than fifteen (15) days after delivery of the notice of intent to remove, the appointing authority shall take final action, either

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removing the officer, member of a multiple member body or employee of the Town or notifying such person that the notice is rescinded. Failure of the appointing authority to take any action within the time periods as stated in this section shall be deemed to be a rescission of the original notice and the officer, member of a multiple member body or employee shall, forthwith be reinstated.

(c) Nothing in this section shall be construed as granting a right to such a hearing when a person who has been appointed for a fixed term is not reappointed when the original term expires.

Section 7-8 **Loss of Office, Excessive Absence**

If any person appointed to serve as a member of a multiple member body shall fail to attend four (4) or more consecutive meetings, or half of all the meetings of such body held in one (1) calendar year, the remaining members of the multiple member body may, by an affirmative vote of the majority of the remaining members of such body, declare the office vacant, provided, however, that not less than ten (10) days prior to the date said vote is scheduled to be taken the body has given in hand, or mailed by registered or certified mail, return receipt requested, notice of such proposed or pending vote to the last known address of such person.

Section 7-9 **Notice of Vacancies**

Whenever a vacancy occurs in any Town office, position or employment, or whenever by reason of a pending retirement or expiration of a fixed term a vacancy can be anticipated, the appointing authority shall cause public notice of such vacancy to be posted on the town bulletin board for not less than ten (10) days. Such notice shall contain a description of the duties of the office, position or employment and a listing of the necessary or desirable qualifications to fill the office, position or employment. No permanent appointment to fill such office, position or employment shall be effective until fourteen (14) days following the date such notice was posted to permit reasonable consideration of all applicants. This section shall not apply to positions that are in conflict with the provisions of any collective bargaining agreement.

ARTICLE 8 TRANSITIONAL PROVISIONS

Section 8-1: Continuation of Existing Laws

All general laws, special laws, Town bylaws, votes, rules and regulations of or pertaining to the Town which are in force when the Charter takes effect, and which are not specifically or by implication repealed directly or indirectly hereby, shall continue in full force and effect until amended or rescinded by due course of law or until they expire by their own limitation.

Section 8-2: Continuation of Government

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Except as specifically provided in this Charter, all Town agencies shall continue in existence, and all Town employees and officers shall continue to perform their duties until successors to their respective positions are duly appointed or elected or their duties have been transferred.

Section 8-3: Continuation of Administrative Personnel

Any person holding a Town office or employment under the Town shall retain such office or employment and shall continue to perform his duties until provisions shall have been made in accordance with the charter for performance of the said duties by another person or agency.

Section 8-4: Transfer of Records and Property

All records, property and equipment whatsoever of any agency or part thereof, the powers and duties of which are assigned in whole or in part to another agency, shall be transferred forthwith to such assigned agency.

Section 8-5: Effective Date

The Charter shall become fully effective upon its approval by the voters, except as otherwise provided.

(a) Not later than ninety (90) days following the election at which this Charter is adopted, the Board of Selectmen shall appoint a committee to begin a review of the Town bylaws for the purpose of preparing such revisions and amendments as may be needed or necessary to bring them into conformity with the provisions of this Charter and to fully implement the provisions of this Charter. The committee shall consist of seven (7) persons of which, if possible, at least two (2) persons shall have been members of the Hopkinton Charter Commission. The committee shall submit a report, with recommendations, to the Annual Town Meeting in the year following the year in which this charter is adopted. Town counsel shall review the report prior to Town Meeting.

(b) Upon adoption of the Charter, a Town Manager Search Committee shall be established to assist the Board of Selectmen in the recruitment and selection of the first Town Manager.

1. The Town Manager Search Committee shall consist of five (5) members and shall be established as follows: two (2) citizens at large shall be appointed by the Board of Selectmen, but shall not be members of the Board of Selectmen; the Personnel Department shall appoint two (2) designees and the Appropriation Committee shall appoint one (1) designee.

2. Not more than thirty (30) days following the election at which the Charter is

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adopted, the Town Clerk shall call and convene a meeting of the persons designated for the Town Manager search committee to organize and to plan a process to advertise the office, and to solicit by other means, qualified candidates for the office. The committee shall proceed notwithstanding the failure of any Town agency to designate its representatives.

3. Not more than one hundred and fifty days (150) following the date on which the committee meets to organize, the committee shall present to the Board of Selectmen not less than three (3) nor more than five (5) candidates for the position of Town Manager. In the event the Board of Selectmen does not select one of the candidates presented to it within thirty (30) days, the Search Committee shall resume its search and submit an additional list of candidates to the Board of Selectmen within sixty (60) days of resuming its search.

4. Until such time as some other provision is made by bylaw for another Search Committee, a committee as above shall be established whenever the office of Town Manager shall become vacant, provided, however, that in Section b-2, the phrase “within thirty (30) days following the date of such vacancy and pending vacancy becomes known” shall be substituted for the phrase “not more than thirty (30) days following the election at which the charter is adopted.”

(c) The provisions of this charter that relate to the establishment of a Department of Finance shall become effective no later than July 1, 2007.

Appendices:

Board of Selectmen will appoint:

Fire Chief

Police Chief

Town Counsel

Appropriations Committee (with Town Clerk and Town Moderator)

Board of Appeals

Cable Committee

Capital Improvements Committee (with Town Moderator)

Community Preservation Committee (with others)

Conservation Committee

Council on Aging

Economic Development Commission and Development Financing Authority

Historic Commission

Historic District Commission

Hopkinton Community Access and Media Committee

Hopkinton Tax Relief Fund Committee

Marathon Committee

Marathon Fund Committee

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Open Space Preservation Committee
Personnel Committee
Recycling Committee
Regional Vocational Technical High School Committee members
Registrars of Voters
Special Constables (as needed)
Town Manager
Woodville Historic Commission
Youth Commission (with others)

The Town Manager will appoint:

Animal Control Officer
Director of Inspectional Services
DPW Director
Facilities Director
Fence Viewer
Field Driver
Finance Director
Human Resources Director
Inspector of Animals
Parking Clerk
Principal Assessor
Surveyor of Wood, Bark and Lumber Veteran's Agent
Treasurer/Collector

Director of Inspectional Services will appoint:

Plumbing and Gas Inspector
Assistant Plumbing and Gas Inspector
Public Weighers
Sealer of Weights and Measures
Wiring Inspector
Assistant Wiring Inspector