

CHAPTER 2
Officers, Boards and Committees

Section 2.1 Board of Selectmen

- 2.1.1 The Board of Selectmen shall consist of three(3)) members One member shall be elected at each annual town meeting for a term of three years.
(Approved as amended June 1994)

- 2.1.2 It shall be the duty of the Board of Selectmen to work with the Finance Board to develop a balanced budget.
(Approved as amended August 12, 1997)
Approved as amended May 31, 2016

Section 2.1.3 The Board of Selectmen Shall;

- 2.1.3.1 Participate in the budget process by developing budget guidelines, reviewing budgets and evaluating proposals for the expenditure of funds.
- 2.1.3.2 Participate in broad policy development on issues that will have a major impact on town finances.
- 2.1.3.3 Ensure the development of a capital improvement program.
- 2.1.3.4 Monitor financial performance.

Approved May 31, 2016

Section 2.2 Town Clerk and Town Treasurer

- 2.2.1 The terms of the offices of Town Clerk and Town Treasurer shall be of three years duration respectively
Approved March 30, 1965

Section 2.3 Finance Board (Name change Approved February 19, 1998)

- 2.3.1 There shall be a Finance Board consisting of five (5) legal voters of the Town, who shall be appointed by the Moderator as hereinafter provided. A quorum shall be a majority of the members serving on the Board. A member of the Finance Board shall be allowed to serve on other Town committees if said committees do not have a budget reviewed by the Finance Board.
- 2.3.2 The Moderator shall constitute the Board on the basis of three (3) year, staggered terms. These terms shall expire at the end of a fiscal year. The three (3) year term of office for a new or reappointed member shall commence at the start of a fiscal year, with the Moderator having determined that the individual is or remains well qualified for the position. Said Board shall choose its own officers and shall serve without pay, and it shall cause to be kept a true record of its proceedings.
- 2.3.3 The Chairman of said Board shall notify the Moderator and Town Clerk in writing of any vacancy in its membership. In the event of a vacancy, the Moderator has the discretion to fill the vacancy with a qualified candidate as soon as possible or at a later time, if the minimum board membership is satisfied. The term of office of any person so chosen shall be the unexpired term of the member

in whose office the vacancy originally occurred. If any member is absent from five consecutive meetings of said board, except his position may, on vote of said board, be deemed vacant and filled as provided above.

2.3.4 All department budgets, transfer requests and warrant articles shall be referred by the Board of Selectmen to the Finance Board for its consideration. Said Board shall, after due consideration of the subject matter of such articles, report thereon to the Town Meeting, in writing, such recommendations as it deems best for the interests of the town and its citizens.

2.3.5 It shall be the duty of the Finance Board to work with the Board of Selectmen to develop a balanced budget. In the discharge of this duty, both Boards will consider the expenditures in previous years, the budget requests for the ensuing year, submitted by the town departments, committees and boards, any economic trends deemed necessary and information deemed relevant. The Finance Board will provide a balanced budget document to Annual Town Meeting that includes columns showing budgets approved in recent years, the requested budgets and another column providing a balanced budget which, in its opinion, should be appropriated for the coming fiscal year.

2.3.6 In the discharge of its duty, the Finance Board shall have free access to all books of record and accounts, bills and vouchers on which money has been or may be paid from the town treasury Officers, boards, committees and the accountant of the Town shall, upon request, attend Board meetings and furnish said board with facts, figures and other information pertaining to their several activities.

2.3.7 It shall be the duty of the Finance Board to make an annual report of its doings, with recommendations relative to financial matters and the conduct of town business, to be contained in the Annual Town Report.

2.3.8 It shall be the duty of the Finance Board to hold public hearing on the proposed budget no later than fifteen (15) days prior to each Annual Town Meeting.

Approved as amended November 20, 2013

Section 2.4 Constables

2.4.1 The number of constables is increased from 2 to 3 beginning with the Annual Town Election in May, 1977, at which time, one shall be elected for 3 years, one for 2 years and one for 1 year; thereafter, one shall be elected each year for a 3) year term

Approved August 12, 1970

Section 2.5 Highway Surveyor

2.5.1 The position of Highway Surveyor will be placed on the ballot as an elected position for a one year term commencing with the Annual Election of 1971

Approved January 6, 1971

*Amended to a three year term May 27, 2003

Section 2.6 Tree Warden

2.6.1 The Tree Warden shall be elected for a term of three years

Approved May 9, 1972

Section 2.7 Building Inspector

- 2.7.1 The Board of Selectmen shall appoint a Building Inspector annually whose duties shall be: To act on applications for building permits, to cooperate with the Zoning Enforcement Officer in enforcing the land use laws of the town and Commonwealth of Massachusetts, and to enforce the building code of the Commonwealth of Massachusetts under Chapter 802 of the Acts and Resolves of 1972, as amended.

Approved November 8, 1974

Approved as amended June 14, 1994

Approved as amended January 27, 1999

Section 2.8 Sealer of Weights and Measures

- 2.8.1 The term of Sealer of Weights and Measures and the Measurer of Wood and Bark will be three year terms beginning with the annual town elections in 1976.

Approved May 13, 1975

Section 2.9 Recreation Committee

- 2.9.1 The Recreation Committee shall consist of five members who shall be appointed annually by the Board of Selectmen. Approved as amended May 28, 2013

- 2.9.2 The Recreation Committee shall oversee the operation and maintenance of Hitchcock Field and the facilities thereon located and shall promulgate rules and regulations governing access thereto and the use thereof, subject to the approval of the Board of Selectmen

- 2.9.3 The Recreation " Committee may sponsor organized athletic programs and similar recreational activities for the benefit of residents of the town to be conducted on Hitchcock Field or, with the permission of the School Committee, in the Elementary School gymnasium, or in other appropriate locations It may designate persons to direct and assist in administration of such programs as it deems appropriate and may invite persons so designated to take part in the committee's deliberations and decisions on condition that they attend regularly scheduled committee meetings

- 2.9.4 The Recreation Committee is authorized to accept, on behalf of the town, contributions of money, equipment, materials and services for the operation and maintenance of Hitchcock Field and its facilities and for the support of programs sponsored by the committee

- 2.9.5 The town hereby accepts the provisions of Chapter 44, Section 53D of the General Laws of the Commonwealth pursuant to which the town hereby establishes in the town treasury a revolving fund to be kept separate by the Treasurer from all other moneys in which will be deposited all moneys received by the Recreation Committee in connection with the operation and maintenance of Hitchcock Field or in connection with athletic or other recreational programs sponsored by It The

principal and interest thereon shall be expended at the direction of the Recreation Committee without further appropriation but only with the written approval of the Board of Selectmen Said fund shall be managed in conformity with the provisions of Chapter 44, Section 53D of the general laws

Subsection 2.9.1 approved May 9, 1972
Subsections 2.9.2 through 2.9.5 approved May 19, 1993

Section 2.10 Board of Health

- 2.10.1 The Board of Health shall consist of three (3) members, at the annual meeting
In 1971 one member shall be elected for one year, one member far two years, and one member for three years, and thereafter, one member shall be elected for a three year term

Approved June 15, 1970

- 2.10.2 The Board of Health shall annually elect one of its members to serve as chairman and one to serve as clerk.

- 2.10.3 The Board of Health is authorized to enforce the provisions of MGL Ch 270, Section 16, regarding the disposal of rubbish and other materials in unlawful places by civil infraction procedure pursuant to Chapter 40, Section 21D of the General Laws In the event of noncriminal disposition it is authorized to impose a civil assessment of one hundred and fifty dollars for any violation of such provisions

Subsections 2.10.2 and 2.10.3 approved May 19, 1993
Subsection 2.10.3 approved as amended June 14, 1994

Section 2.11 Planning Board

- 2.11.1 The Planning Board shall consist of -five (5) elected members At the Annual Town Election of 1970, one (1) member shall be elected for a one year term, one (1) member elected for a two year term, one (1) member elected for a three year term, one (1) member elected for a four year term, and (1) member elected for a five year term, and thereafter, one (1) member shall be elected annually at the Town Election for a five year term

Section 2.11.2 Associate Member of Planning Board

- 2.11.2.1 The Planning Board Chairman may appoint a Planning Board associate member for the purpose of acting on any Planning Board business requiring a quorum of four (4). The Associate member shall be appointed annually or continue on the Board past the one year until specific business requiring the quorum is completed. Should the Associate Planning Board position become vacant, it shall be filled forthwith by the Planning Board for the unexpired term.

- 2.11.2.2 The Planning Board Chairman may designate the associate member to sit on the Board in case of:

- 2.11.2.2.1 The absence of a regular member;
- 2.11.2.2.2 The inability of a regular member to act;
- 2.11.2.2.3 A conflict of interest of a regular member; or
- 2.11.2.2.4 A vacancy on the Board.

Approved January 6, 1970
 Approved as amended September 24, 1992 and January 3, 1995
 Approved as amended (Alternate member) April 19, 2011

Section 2.12 Council on Aging

- 2.12.1 Council on Aging, is hereby established, in accordance with Chapter 40, Section 8B as amended, of the Massachusetts General Laws The Council shall consist of seven residents and one alternate resident to be appointed annually by the Board of Selectmen Starting on July 1, 1999, four (4) members will serve a one (1) year term and three (3) members will serve two (2) year terms in the year 2000 and thereafter, new members will serve two (2) year terms

Approved February 9, 1976
 Approved as amended June 14, 1994
 Approved as amended January 27, 1999
 Approved as amended May 11, 2011

Section 2.13 Bylaw Committee

- 2.13.1 There shall be a Bylaw Committee of three consisting of a chairman to be appointed annually by the Board of Selectmen, the Town Clerk who shall serve ex officio and a member of the Planning Board to be appointed by that board
- 2.13.2 The Bylaw Committee shall regularly review the town's general and zoning bylaws and insure that the official text of all bylaws in effect, including most recent amendments, is always available for inspection and copying during regular business hours at the offices of the Town Clerk and of the Executive Secretary
- 2.13.3 Any town meeting warrant article proposing the repeal of amendment of any existing general bylaw, or the enactment of a new general bylaw, shall be reviewed as to form by the Bylaw Committee to ensure compliance with Chapter 1, Section 1.3 hereof and avoid inconsistency with existing Bylaws

Approved June 14, 1994

Section 2.14 Park Commission

- 2.14.1 The Town of Holland is authorized to elect, under the provisions of Massachusetts General Laws Chapter 45, a Park Commission whose duties and powers shall be to oversee the maintenance and operation of a park on land leased by the Town from the United States of America, to receive and accept on behalf of the Town contributions of money, equipment, materials and services for the operation and maintenance of the parks, to negotiate contracts with parties for the conduct of activities on the park premises

consistent with the provisions of the lease and to prepare all reports to the District Engineer of the U S Army Corps of Engineers as required by the lease

- 2.14.2 The Park Commission shall consist of five registered voters of the Town, to be elected initially for terms expiring September 30, 1998, 1999, 2000, 2001, and 2002 respectively and one member to be elected thereafter each fiscal year for a term of three fiscal years

Approved as amended May 9, 1997

Section 2.15 Capital Planning Committee

- 2.15.1 There is hereby established a committee to be known as the Capital Planning Committee. Such Committee shall be composed of seven (7) members as follows, Town Treasurer, Town Accountant, Executive Secretary or Town Administrator, one (1) Board of Selectmen member, one (1) Finance Board member, one (1) Planning Board member, one (1) citizen at large.

Amended May 31, 2016

- 2.15.2 The member at large to be appointed by the Board of Selectmen.

Amended May 31, 2016

- 2.15.3 The Committee shall study proposed capital projects and improvements involving major tangible assets and projects which are (1) purchased or undertaken at intervals of not less than 3 years; (2) have a useful life of at least 5 years and; (3) cost over Fifty Thousand dollars (\$50,000.00). Requests of less than these parameters will be considered at the committee's discretion. All officers, boards, and committees shall give to the Capital Planning Committee, by a date and on a form prepared by it, information concerning all projects anticipated by them as needing town meeting action during the ensuing 5 years. The committee shall consider the relative need, timing and cost of these expenditures and the effects each will have on the financial position of the Town.

- 2.15.4 The Committee shall undertake to prepare a Capital Improvements Plan (CIP) which forecasts the Town's capital needs expenditures and funding mechanisms over the ensuing 5 year periods. The CIP shall be updated on a yearly basis by the committee.

- 2.15.5 The Committee shall present its recommendations as to items for the ensuing fiscal year to the Finance Board for review and inclusion in the budget to be presented to the town. These recommendations shall include a description of items to be obtained and a manner of funding these purchases.

- 2.15.6 The CIP and the Committee's recommended annual capital budget shall be published and made available in as manner consistent with the distribution of the Finance Board report.

- 2.15.7 The Committee may under-take such investigations and hold such hearings as it may deem necessary.

- 2.15.8 After its adoption, the Capital Budget shall permit expenditure for assets and

projects included therein, of sums from departmental budgets in accordance with expenditure policies and procedures of the town

- 2.15.9 A public hearing shall be held on the CIP Budget on the same day as the Finance Board holds their public hearing, no later than April 21st of each year

Adopted February 19, 1998

Section 2.16 Lake Oversight Committee

- 2.16.1 There shall be a Lake Oversight Committee consisting of one (1) Board of Selectmen member, one (1) Conservation Commission member, one (1) Planning Board Member and four (4) members at large. The members at large shall be appointed by the Board of Selectmen.
- 2.16.2 The members at large shall be appointed in the first year as follows;
Two single year terms, One (1) two year term, One (1) three year term. At the end of each term the following and all succeeding terms shall be for 3 years, to create four, staggered three year terms.
- 2.16.3 The Lake Oversight Committee shall be a committee to the Board of selectmen.
- 2.16.4 The Lake Oversight Committee shall review lake needs and report thereon to the Board of Selectmen.