



TOWN OF TRURO

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POLICY MEMORANDUM # 37

Date: Adopted June 15, 2005; Revised October 10, 2017; Revised September 13, 2022; Revised March 7, 2023.

*This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.

Subject: **PROCEDURAL RELATIONSHIPS OF TOWN GOVERNMENT ENTITIES**

The following guidelines shall be used by the Select Board as a basis for determining the proper procedural relationships among the various entities of Town government:

Elected Multi-member Bodies:

The Select Board must operate under all budgets and By-Laws, and in conformity with all decisions made by Town Meeting.

Among elected officials, the Select Board and the School Committee appoint administrative personnel.

The School Committee appoints the School Superintendent.

The Select Board appoints the Town Manager, the Police Chief and Fire Chief, Constables, and Town Counsel.

The Select Board may act only through majority vote and no Select Person has individual authority over any multi-member body or employee. Select People may represent the Board on intra-governmental multi-member bodies but may not speak for the Board without an appropriate policy decision by the Board.

The principle responsibility of the Select Board is the establishment of policy for the effective operation of the Town. This responsibility is most frequently exercised in giving direction to the Town Manager. (Such direction should be confined to the setting of goals and the establishment of policies for meeting those goals.) The administration and implementation of established goals and policies is the province of the Town Manager.

Appointed Multi-member Bodies:

The Finance Committee is appointed by the Town Moderator. The Finance Committee is responsible to Town Meeting and not to the Select Board or the Moderator.

All other non-elected multi-member bodies are appointed by, and operate under, the direction of the Select Board, in that their membership may be increased or decreased and their charges modified by the Board (as long as such modifications are consistent with the purpose for which the body has been created). An exception

to the foregoing is made for statutory Boards, i.e., Boards governed by Massachusetts General Law.

Town Manager Appointments and Committee Oversight:

With the exception of school employees, all Town employees are under the direction of the Town Manager, who is the appointing authority for such employees. Although appointed by the Select Board, the Police Chief and Fire Chief receive supervision and direction from the Town Manager as well.

Merit and fitness are the sole criteria governing such appointments. The Town Manager, with the approval of the Select Board, may reorganize Town Departments and abolish or create new ones. New positions must first be funded by Town Meeting. The Manager may suspend or remove employees who serve under their direction. Neither the Select Board nor any individual Select Person may give instructions to any employee of the town, other than the Executive Assistant, acting as Secretary to the Select Board.

The Town Manager must attend all meetings of the Select Board and may attend any meeting of any multi-member body. The Manager may speak but may not vote at any such meeting.

The Town Manager may communicate directly with Town multi-member bodies regarding the implementation and administration of approved Town policies and procedures.

All multi-member bodies must obtain approval from the Select Board for any policy changes they propose. Multi-member bodies shall deal with employees who are subject to the direction and supervision of the Town Manager solely through the Town Manager, and neither the multi-member body nor its members shall give orders to any such employee unless otherwise indicated by Statute. Exceptions to this include the School Committee.



Kristen Reed, Chair



Robert Weinstein, Vice Chair



John Dundas, Clerk



Susan Areson



Stephanie Rein

Select Board
Town of Truro