

## Comparison of Executive and Administrative Functions: Burlington, Walpole, Dedham, Reading, Milton, Milford, and Winchester

ADMINISTRATIVE FUNCTION	BURLINGTON	WALPOLE	DEDHAM	READING	MILTON	MILFORD	WINCHESTER
<b>Day to Day Supervision</b>	The TA shall be responsible to the select board for the efficient administration and coordination of all matters that come under the jurisdiction of the select board, except as they may affect the accounting and legal departments. (4-A)	The TA shall direct, supervise and be responsible for the efficient administration and enforcement, if necessary, of all functions under their control. (4-3E)	The TM shall supervise, direct and be responsible for the efficient administration of all functions and activities for which the office of TM is given authority, responsibility or control. (4-2A)	The TM shall supervise and be responsible for the efficient administration of all functions under their control. (5-2A)	The TA shall be the chief administrative officer of the town, directly responsible to the board of selectmen for the administration of all town affairs. The TA shall supervise, direct and be responsible for the efficient administration of the town's day-to-day operations for which the TA is given authority, responsibility or control. (Special Act Chapter 65 of 2016)	No specific language exists in the By-Laws. The town adopted state law allowing for the establishment of a TA position. Under this law, the TA acts by and for the selectmen in any matter which they may assign relating to the administration of the affairs of the town or of any town office or department under their supervision and control. (MGL Chapter 41 section 23A)  The town's web site indicates that the TA manages the daily operation of the Select board's Office, and is the administrative supervisor of department heads appointed by the Board.	The TM shall be the chief administrative officer 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 or under the charter. (4-2)  The TM shall supervise and be responsible for the efficient administration of all functions under their control, including all officers appointed by them and their respective departments. (4-2a)

ADMINISTRATIVE FUNCTION	BURLINGTON	WALPOLE	DEDHAM	READING	MILTON	MILFORD	WINCHESTER
<b>Department Head and Staff Appointments</b>	The TA appoints all department heads, all officers and employees who come under the jurisdiction of the select board, except the town accountant and town counsel. Appointments are subject to select board veto. (4-C).	The select board appoints the Town Clerk, Chief of the Police Department, and Chief of the Fire Department. The TA appoints all other department heads, subject to the approval of the Select Board or other multi-member body, and officers, subordinates and employees for whom no other method of appointment is provided for in this Charter. (4-3A&B)	The TM shall appoint all department heads, directors, principal deputies or principal agents of multiple member bodies other than those under the jurisdiction of the school committee provided, however, that the TM shall consult with the appropriate elected or appointed multiple member body prior to hiring. (4-2B)	The Board of Selectmen shall appoint a Town Counsel and a Town Accountant. The TM shall appoint the Police Chief and Fire Chief, subject to confirmation by the Board of Selectmen. The TM shall appoint an Appraiser subject to confirmation by the Board of Assessors. The TM shall appoint all other employees for whom no other method of appointment is provided in the Charter, except persons serving under the School Committee, Municipal Light Board of Commissioners or Board of Library Trustees. (5-2B)	The TA shall appoint, supervise and direct all department heads, except for the consolidated facilities director and its employees, who are under the jurisdiction of the board of selectmen. Appointment of department heads shall become effective on the fifteenth day unless rejected by vote of the select board. (Special Act Chapter 65 of 2016)	No specific language exists in the by-laws. A special act creating a department of municipal finance in Milford (Chapter 13 of 2016) granted the TM authority to appoint the director.	The TM shall appoint, and may remove all department heads, all officers and all subordinates and employees for whom no other method of appointment is provided in the charter. Appointments shall become effective on the fifteenth day unless the board of selectmen vote to reject any such appointment. (4-2b)
<b>Budget Preparation</b>	TA shall be responsible for the preparation and format of a uniform budget document, which is acceptable to the ways and means committee, for all departments or agencies under the select board's jurisdiction. (4E)  The TA shall be responsible for the preparation of the annual budget for all town agencies under the jurisdiction of the select board. (4-F)	The TA shall submit to the Select Board, and file with the Finance Committee, proposed budgets for the fiscal year. The TA's budget shall be accompanied by the TA's budget message and supporting documents. (6-2, 6-3 & 6-4)	The TM shall prepare and present, in the manner provided in Article 5A, an annual operating budget for the town and a proposed capital outlay program for the 5 fiscal years next ensuing. (4-2I)	The TM shall prepare and submit a proposed Annual Operating Budget and a Capital Improvements Program in accordance with Article 7. (5-2H)	The TA shall formulate long-range and annual financial plans, and present to the board of selectmen and the warrant committee an annual operating budget for the town. The TA shall also prepare and present to the capital improvement planning committee and the board of selectmen a proposed capital budget for the town for the 5 fiscal years next ensuing. (Special Act Chapter 65 of 2016)	No specific language exists in the By-Laws. According to state law (Chapter 39 section 16) absent a by-law to the contrary, the finance committee shall submit a budget at the annual town meeting.  A Capital Improvement Committee previously established in the By-Laws was eliminated in 2016	The TM, under the direction of the select board shall prepare and submit a proposed annual operating budget and a proposed capital improvement program to the finance committee. (6-3 & 6-7)

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<b>Personnel Management</b>	The TA shall administer the personnel system of said town, including, but not limited to, personnel policies and practices, rules and regulations and the personnel by-laws. The TA shall negotiate all collective bargaining agreements, and preparation of the salary classification plan. (4-D)	The TA shall be entrusted with the administration of all personnel policies, practices and related matters for all municipal employees, including employees who report to elected or appointed town boards or committees. (4-3C)	The TM shall be entrusted with the administration of a town personnel system, including, but not limited to, personnel policies and practices, rules and regulations, including provisions for an annual employee performance review, personnel by-laws and collective bargaining agreements entered into by the town. The TM shall also prepare and keep current a plan establishing the personnel staffing requirements for each town agency, except the school department. (4-2C)  The TM shall fix the compensation of all appointed officers and employees within the limits established by appropriations of the representative town meeting. (4-2D)	The TM shall administer all personnel policies, practices and related matters for all municipal employees and all collective bargaining agreements entered into by the Board of Selectmen on behalf of the town. (5-2C)  The TM shall fix the compensation of all town officers and employees appointed by the TM within the limits established by applicable appropriations and any compensation plan. (5-2D)	The TA shall negotiate all labor contracts with town employees, except employees of the school department, provided, however, that all collective bargaining contracts shall be subject to ratification and execution by the board of selectmen. (Special Act Chapter 65 of 2016)  The TA shall be entrusted with the administration of the town personnel system and collective bargaining agreements entered into by the town. (Special Act Chapter 65 of 2016)	The town adopted MGL Ch. 41, sections 108A and 108C in 1959. Which authorized creation of personnel classification and compensation plans and a personnel by-law to be administered by a Personnel Board. However, no specific language exists in the By-Laws.	The TM shall be entrusted with the administration of all personnel policies, practices and related matters for all municipal employees (4-2c)  The TM shall fix the compensation of all town officers and employees (4-2d)

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<b>Contracting and Procurement</b>	<p>The TA shall be responsible for the approval of the purchase of all supplies, materials, equipment, central and other services, for all departments or agencies under the jurisdiction of the select board. (4-J)</p> <p>The TA shall be responsible for the negotiation of all contracts which the select board are authorized by law to enter into, subject to final approval and execution by the select board. (4-K)</p>	<p>The TA shall negotiate and award contracts subject to the approval of the select board involving any subject within the TA's jurisdiction. (4-3L)</p> <p>The TA shall be responsible for purchasing all supplies, materials, services and equipment and shall award all contracts for all departments, boards and agencies and activities of the town except school and library materials. (4-3M)</p>	<p>The TM shall negotiate all contracts involving any subject within the jurisdiction of the office of town manager, including contracts with town employees, except employees of the school department, provided, however, that all such contracts shall be subject to ratification and execution by the select board. (4-2K)</p> <p>The TM shall serve as the chief procurement officer and be responsible for purchasing all supplies, material and equipment for all departments and activities of the town, including execution of contracts therefor. (4-2L)</p>	<p>The TM shall serve as Chief Procurement Officer and to be responsible for purchasing all supplies, materials, equipment, goods and services, except those of the School Committee and the Municipal Light Board; to negotiate and approve the award of all contracts for all departments and activities of the town except those of the School Committee and Municipal Light Board. (5-2N)</p>	<p>The TA shall negotiate all contracts relating to the responsibilities of the TA outlined in this act. (Special Act Chapter 65 of 2016).</p> <p>The TA appoints a Chief Procurement Officer (CPO). Expenditures greater than \$5,000 require a purchase order approved by the CPO. The CPO's review shall be limited to compliance with laws and regulations, but not whether the proposed purchase is needed. (By-Laws 54-8)</p>	<p>No specific language exists in the By-Laws. Absent specific language, each town is required to designate a Chief Procurement Officer, who may delegate purchasing functions to departments, boards and committees in conformance with state procurement law.</p>	<p>The TM shall be responsible for the negotiation of all contracts involving any subject within the TM's jurisdiction, subject to final approval and execution by the board of selectmen. (4-2n)</p> <p>TM shall be responsible for purchasing all supplies, materials and equipment, and shall award all contracts for all departments and activities of the town. (4-2o)</p>
<b>Town Properties and Facilities</b>	<p>The TA shall be responsible for the use and maintenance of all town facilities and equipment under the jurisdiction of the select board and for rentals thereof, when authorized. (4-L)</p>	<p>The TA shall have responsibility for materials, repairs and supervision of all Town property, including school buildings and grounds and shall have full jurisdiction for the rental of all town facilities except schools. (4-3J)</p>	<p>The TM shall have full jurisdiction over the rental and use of all town facilities and property except property under the control of the school committee or the conservation commission; provided, however, that the TM shall be responsible for the maintenance and repair of all town buildings and facilities placed under TM's control. (4-1H)</p>	<p>The TM shall have full responsibility for the rental and use of all town facilities, except those under the care, custody, management and control of the School Committee, the Board of Library Trustees, the Municipal Light Board, or other boards or committees specified by Town Bylaw or Town Meeting vote. The TM or TM's designee shall be responsible for the maintenance and repair of all town property under the TM's control. (5-2K)</p>	<p>The TM shall have full jurisdiction over the rental and use of all town facilities and real property, except real property that is under the control of the school committee, the board of library trustees, the board of park commissioners, the board of cemetery trustees, the Milton Housing Authority or the conservation commission. (Special Act Chapter 65 of 2016)</p>	<p>No specific language exists in the By-Laws.</p>	<p>The TM shall have full jurisdiction over the rental and use of all town facilities, except schools. The TM shall be responsible for the maintenance and repair of all town property placed under the TM's control. (4-2k)</p>