



TO: Framingham Charter Commission
FROM: Edward J. Collins, Jr. Center for Public Management
DATE: August 18, 2016
RE: Administrative Organization Article Examples

Following are several Administrative Organization provisions/articles from Mayor-Council Home Rule Charters:

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Weymouth

ARTICLE 5 ADMINISTRATIVE ORGANIZATION

5-1: ORGANIZATION OF TOWN AGENCIES The organization of the town into operating agencies for the provision of services and the administration of the government may be accomplished only through an organization, or reorganization, plan filed by the mayor. No organization plan may originate with the town council. The mayor may, subject only to express prohibitions in a general law, or this charter, propose to reorganize, consolidate or abolish any town agency, in whole or in part; establish such new town agencies as is deemed necessary, provided, however, that no function assigned by this charter to a particular town agency may be discontinued or assigned to any other town agency unless this charter specifically so provides.

The mayor may from time to time prepare and submit to the town council plans of organization or reorganization that establish operating divisions for the orderly, efficient or convenient conduct of the business of the town. Every organization or reorganization plan submitted by the mayor pursuant to this provision shall contain a proposed ordinance which sets out, in detail, such amendments, insertions, revisions, repeals or otherwise of existing ordinances as may be necessary to accomplish the desired reorganization. Such reorganization plan and proposed ordinance shall be accompanied by a message of the mayor which explains the benefits expected to ensue.

Whenever the mayor proposes such a plan the town council shall hold one or more public hearings on the proposal 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, not less than seven nor more than fourteen days following said publication. An organization or reorganization plan shall become effective at the expiration of sixty days following the date the proposal is submitted to the town council unless the town council shall, by a majority vote, within such period vote to disapprove the plan. The

town council may vote only to approve or to disapprove the plan and may not vote to amend or to alter it.

5-2: MERIT PRINCIPLE

All appointments and promotions of town officers and employees shall be made on the basis of merit and fitness demonstrated by examination, past performance, or by other evidence of competence and suitability. The town council may, in any ordinance establishing a salary for an office or position of employment, establish minimum qualifications a candidate must possess in order to qualify for appointment to the said office or position of employment.

SECTION 5-3: DEPARTMENT OF PUBLIC WORKS

- (1) Establishment, Scope - There shall be a department of public works responsible for the performance of all public works related functions and activities of the town. The department of public works shall assume all of the duties and responsibilities related to public works activities which prior to the adoption of the home rule charter were performed by or under the authority of the board of public works. The department of public works shall perform all of the public works related functions which are associated with the following boards, departments and offices or which are now or may from time to time by general or special law be vested in such boards, departments and offices: road commissioners, surveyors of highways, superintendent of streets, water commissioners, sewer commissioners, park commissioners, cemetery commissioners, tree warden, superintendent of shade tree management and pest control and it may have such additional powers, duties and responsibilities with respect to public works related functions and activities as may from time to time be provided, by ordinance. The policy making and program development powers, duties and responsibilities which are now or may from time to time by general or special law be vested in such boards, departments and offices as are included in the department of public works shall be vested in the mayor.

Notwithstanding any provision of this section to the contrary the mayor may, pursuant to the provisions of section 5-1, divide the powers and duties of the department of public works into two or more departments.

- (2) Director of Public Works - The department of public works shall be under the direct control and supervision of a director of public works who shall be appointed by and who shall be responsible to the mayor. The director of public works shall serve for an indefinite term. The director of public works shall be a person especially fitted by education, training and previous, experience and training to perform the duties of the office. The director of public works shall be responsible for the supervision and coordination of all activities of the department of public works in accordance with state statutes, town ordinances, administrative code and rules and regulations

SECTION 5-4: DEPARTMENT OF MUNICIPAL FINANCE

- (1) Establishment, Scope - There shall be a department of municipal finance responsible for the performance of all of the fiscal and financial activities of the town. The department of municipal finance shall assume all of the duties and responsibilities related to fiscal and financial activities which prior to the adoption of the home rule charter were performed by or under the authority of the town accountant, the town treasurer-collector, the chief procurement officer, the board of

assessors and it may have such additional powers, duties and responsibilities with respect to fiscal and financial related functions and activities as may from time to time be provided by ordinance.

(2) Director of Municipal Finance - The department of municipal finance shall be under the direct control and supervision of a director of municipal finance who shall be appointed by and who shall be responsible to the mayor. The director of municipal finance shall serve for an indefinite term. The director of municipal finance shall be a person especially fitted by education, experience and training to perform the duties of the office. The director of municipal finance shall be responsible for the supervision and coordination of all activities of the department of municipal finance in accordance with state statutes, town ordinances, administrative code and rules and regulations. The director of municipal finance shall serve, ex officio, as the mayor may from time to time specify, as the town treasurer, collector, or treasurer/collector.

SECTION 5-5: DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

(1) Establishment, Scope - There shall be a department of planning and community development responsible for the coordination of all the planning and development related activities of the town. The department of planning and community development shall be responsible for the coordination of all of the duties and responsibilities related to planning and development activities which prior to the adoption of the home rule charter were performed by or under the authority of the redevelopment authority, the planning board, the development and industrial commission, the industrial development financing authority, the board of appeals, and the conservation commission and it may have such additional powers, duties and responsibilities with respect to the coordination of planning and development related functions and activities as may from time to time be provided, by ordinance. Such ordinance may include in its scope the coordination of all land acquisition and land management proposals, economic development planning, community development block grants, the preparation of a comprehensive or masterplan and maintenance of a centralized source of records, reports, statistical data and other planning and development related materials.

(2) Director of Planning and Community Development - The department of planning and community development shall be under the direct control and supervision of a director of planning and community development who shall be appointed by and who shall be responsible to the mayor. The director of planning and community development shall serve for an indefinite term. The director of planning and community development shall be a person especially fitted by education, experience and training to perform the duties of the office. The director of planning and community development shall be responsible for the supervision and coordination of all activities of the department of planning and community development in accordance with state statutes, town ordinances, and rules and regulations.

SECTION 5-6: DEPARTMENT OF HUMAN RESOURCES

(1) Establishment, Scope - There shall be a department of human resources which shall be responsible for all personnel and employee related functions and activities of the town government and its administration. The department of human resources shall assume all of the duties and responsibilities related to human resources activities which prior to the adoption of the home rule charter were performed by or under the authority of the board of selectmen, town accountant, the

town treasurer/collector, the personnel board, the personnel director and the heads of town agencies and it may have such additional powers, duties and responsibilities with respect to human resources related functions and activities as the town may from time to time provide, by ordinance.

(2) Director of Human Resources - The department of human resources shall be headed by a director of human resources who shall be appointed by and who shall be responsible to the mayor. The director of human resources shall serve for an indefinite term. The director of human resources shall be a person especially fitted by education, experience and training to perform the duties of the office. The director of human resources shall be responsible for the supervision and coordination of all activities of the department of human resources in accordance with state statutes, town ordinances, and rules and regulations.

SECTION 5-7: DEPARTMENT OF MUNICIPAL LICENSES AND INSPECTIONS

(1) Establishment, Scope - There shall be a department of municipal licenses and inspections which shall be responsible for the coordination of all licensing and inspection functions performed by any town officer, employee or agent. The department of municipal licenses and inspections shall be responsible for the coordination of all of the licensing and inspection functions conducted by the town, including but not limited to those required under the zoning, wetlands protection, historic districts or any other town ordinance, the provisions of the Code of Massachusetts Regulations relating to buildings, electrical wiring, plumbing, gas fitting, sanitation, wetlands, fire protection and fire safety, hazardous materials, local regulations adopted by the board of health, conservation commission, historical commission, planning board or any other town agency, under any other title, performing any of the duties of any such multiple member body and every other local inspection as may be otherwise authorized or conducted, the licensing functions as provided in chapter one hundred thirty-eight and one hundred forty of the General Laws and including responsibilities with respect to the coordination of municipal licensing and inspection functions as the town may from time to time provide, by ordinance, and which may include the maintenance of all records relating to inspections in a central place through a common index, a single application process which would indicate all inspections which might be necessary for a particular project and provide for a consolidated, coordinated review and processing of each such application.

(2) Director of Municipal Licenses and Inspections - The department of municipal inspections shall be under the direct control and supervision of a director of municipal licenses and inspections who shall be appointed by and who shall be responsible to the mayor. The director of municipal licenses and inspections shall serve for an indefinite term. The director of municipal licenses inspections shall be a person especially fitted by education, experience and training to perform the duties of the office. The director of municipal licenses and inspections shall be responsible for the supervision and coordination of all activities of the department of municipal licenses and inspections in accordance with state statutes, town ordinances, and rules and regulations. The director of municipal licenses and inspections shall in addition to the coordination responsibilities assigned by this provision also perform the duties of building inspector or of any other position within the department as the mayor may from time to time specify.

(3) Board of License Commissioners - There shall be a board of license commissioners which shall have the power to issue licenses for innholders or common victuallers, the powers of a licensing board appointed under section four of chapter one hundred and thirty-eight of the General Laws,

be the licensing authority for the purposes of chapter one hundred and thirty-eight and chapter one hundred and forty of the General Laws and which shall have all of the other powers with respect to licenses which prior to the adoption of the home rule charter were exercised by the board of selectmen. The board of licensing commissioners may grant licenses relating to alcoholic beverages under chapter one hundred and thirty-eight of the General Laws and those licenses under chapter one hundred and forty of the General Laws which are not, by the provisions of said chapter, placed within the jurisdiction of another municipal officer or agency, and it shall have all the powers and duties of a licensing authority under said chapters. The town clerk, the inspector of buildings, the director of public health, the fire chief and the police chief (or persons performing similar duties under any other title) shall serve by virtue of their offices, and without additional compensation as the members of the board of license commissioners. The town clerk shall serve as chair of the board of license commissioners.

West Springfield

ARTICLE 6 ADMINISTRATIVE ORGANIZATION SECTION

6-1: ORGANIZATION OF TOWN AGENCIES The organization of the town into operating agencies for the provision of services and the administration of the government may be accomplished through either of the methods provided in this article.

(a) Ordinances- Subject only to express prohibitions in a general law or the provisions of this charter, the town council may, by ordinance, reorganize, consolidate, create, merge, divide or abolish any town agency, in whole or in part; establish such new town agencies as it deems necessary or advisable, determine the manner of selection, the term of office and prescribe the functions of all such entities; provided, however, that no function assigned by this charter to a particular town agency may be discontinued, or assigned to any other town agency, unless this charter specifically so provides.

(b) Administrative Code- The mayor may from time to time prepare and submit to the town council plans of organization or reorganization which establish operating divisions for the orderly, efficient or convenient conduct of the business of the town. Whenever the mayor prepares such a plan the mayor shall hold one or more public hearings on the proposal 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 hearing will be held, not less than seven nor more than fourteen days following said publication. Following such public hearing, the proposal, which may have been amended subsequent to the public hearing, shall be submitted to the town council by the mayor. An organization or reorganization plan shall become effective at the expiration of sixty days following the date on which the proposal is submitted to the town council unless the town council shall, within said sixty days, by a majority vote, vote to disapprove the plan. The town council may vote only to approve or to disapprove the plan and may not vote to amend or to alter it. The mayor may, through the administrative code, and subject only to express prohibitions in a general law, or this charter, reorganize, consolidate or abolish any town agency, in whole or in part; establish such new town agencies as is deemed necessary to the same extent as is provided in section 6-1 (a), above, for ordinances; and for such purpose transfer the duties and powers and, so far as is consistent with the use for which the funds were voted by the town, transfer the appropriation 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 any other town agency unless this charter specifically so provides. Every organization or reorganization plan submitted by the mayor pursuant to this provision shall contain a proposed ordinance which sets out, in detail, such amendments, insertions, revisions, repeals or otherwise of existing ordinances as may be necessary to accomplish the desired reorganization. Such reorganization plan and proposed ordinance shall be accompanied by a message of the mayor which explains the benefits expected to ensue if the plan is adopted. Whenever the mayor proposes such a plan the town council shall hold one or more public hearings on the proposal 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, not less than seven nor more than fourteen days following said publication.

SECTION 6-2: MERIT PRINCIPLE

All appointments and promotions of town officers and employees shall be made on the basis of merit and fitness demonstrated by examination, or by other evidence of competence and suitability.

SECTION 6-3: DEPARTMENT OF MUNICIPAL FINANCE

(1) Establishment. Scope- There shall be a department of municipal finance responsible for the performance of all of the fiscal and financial activities of the town. The department of municipal finance shall assume all of the duties and responsibilities related to municipal finance activities which prior to the adoption of the home rule charter were performed by or under the authority of the town accountant, the town treasurer, the town collector, and the board of assessors; and it may have such additional powers, duties and responsibilities with respect to municipal finance related functions and activities as the town may from time to time provide, by ordinance. So much of the powers of a chief procurement officer which the mayor does not personally exercise shall be assigned to the department of municipal finance. All activity by the mayor acting as a chief procurement officer shall be processed through the department of municipal finance.

(2) Director of Municipal Finance-The department of municipal finance shall be under the direct control and supervision of a director of municipal finance who shall be appointed by and who shall be responsible to the mayor. The mayor shall also appoint the person, or persons, performing the duties of town collector and town treasurer. The director of municipal finance shall be a person especially fitted by education, experience and training to perform the duties of the office. The director of municipal finance shall be responsible for the supervision and coordination of all activities of the department of municipal finance in accordance with general laws, town ordinances, administrative code and rules and regulations. The director of municipal finance shall serve as the mayor may from time to time specify, as the town treasurer, collector, treasurer-collector or town accountant.

SECTION 6-4: DEPARTMENT OF PLANNING AND DEVELOPMENT

(1) Establishment, Scope- There shall be a department of planning and development responsible for the coordination of all the planning and development related activities of the town. The department of planning and development shall be responsible for the coordination of all of the duties and responsibilities related to planning and development activities which prior to the adoption of the home rule charter were performed by or under the authority of the planning board, board of appeals, and the conservation commission; and it may have such additional powers, duties and responsibilities with respect to the coordination of planning and development related functions and activities as the town may from time to time provide, by ordinance, and which may include the coordination of all land acquisition and land management proposals, economic development planning, the preparation of a comprehensive or master plan and maintenance of a centralized source of records, reports, statistical data and other planning and development related materials.

(2) Director of Planning and Development-The department of planning and development shall be under the direct control and supervision of a director of planning and development who shall be appointed by and who shall be responsible to the mayor. The director of planning and development shall be a person especially fitted by education, experience and training to perform the duties of the office. The director of planning and development shall be responsible for the supervision and coordination of all activities of the department of planning and development in accordance with general laws, town ordinances, administrative code and rules and regulations.

SECTION 6-5: PLANNING AND CONSTRUCTION OF BUILDINGS AND OTHER FACILITIES

(a) Composition, Mode of Appointment and Term of Office- There shall be a permanent building and other facilities planning and construction committee (which may be referred to as the planning and construction committee) consisting of seven members. Six of the committee members shall be appointed by the mayor for terms of three years each so arranged that the term of two members shall expire each year. In making appointments to the committee, the mayor shall seek persons having experience in the fields of architecture, engineering, construction, real estate or law. The seventh member of the committee shall be designated, annually, by the school committee and may, but need not, be a member of the school committee.

(b) Power and Duties - The buildings and other facilities planning and construction committee shall be responsible for monitoring the physical condition of all municipal buildings and other facilities. The committee shall meet from time to time with representatives of municipal agencies to evaluate the need for additions, renovations or remodeling of any existing building or facility or for the construction of new buildings or other facilities. The committee shall file written reports, at least annually, with the mayor in which it shall make recommendations as to the need for any project or projects. Whenever any construction work on any municipal building or other facility is authorized, the buildings and other facilities planning and construction committee shall be responsible for all work in connection with the project including site planning, surveying, engineering studies, architectural plans and specifications and the supervision of construction.

SECTION 6-6: DEPARTMENT OF HUMAN RESOURCES

(1) Establishment, Scope- There shall be a department of human resources which shall be responsible for all personnel and employee-related functions and activities of the town government and its administration. The department of human resources shall assume all of the duties and responsibilities related to human resources activities which, prior to the adoption of the home rule charter, were performed by or under the authority of the town accountant, the town treasurer, and the heads of town agencies; and it may have such additional powers, duties and responsibilities with respect to human resources related functions and activities as the town may from time to time provide, by ordinance. The department of human resources may, at the request of the school committee, perform any of the same services for employees of the school department as it provides for town employees generally. The functions of the department of human resources shall include the following:

1. Plan, administer and direct all phases of all municipal personnel plans and collective bargaining agreements, including job description, position classification, sick and vacation day administration, accident prevention programs, employee grievance procedures, physical examination processing, testing, review and evaluation of work records and all other record keeping related to town employees.

2. Develop new and revised personnel policies and practices to maintain and keep current the existing high standards for municipal personnel.

3. Review and evaluate all requests for new or additional personnel made by town agencies and make recommendations to the mayor.

4. Advise and assist all agency heads and employees in all aspects of municipal personnel matters including recruitment, promotion, transfer, training, wages, insurance and other benefits of employment.

(2) Director of Human Resources- the department shall be headed by a director of human resources appointed by the mayor and who shall be responsible to the mayor. The director of human resources shall be a person especially fitted by education, experience and training to perform the duties of the office. The director of human resources shall be responsible for the supervision and coordination of all activities of the department of human resources in accordance with general laws, town ordinances, administrative code and rules and regulations.

SECTION 6-7: BOARD OF LICENSE COMMISSIONERS

There shall be a board of license commissioners which shall have the power to issue licenses for innholders or common victuallers, have the powers of a licensing board appointed under section four of chapter one hundred and thirty-eight of the General Laws, and to be the licensing authority for the purposes of chapter one hundred and thirty-eight and chapter one hundred and forty of the General Laws and which shall have all of the other powers with respect to licenses which prior to the adoption of the home rule charter were exercised by the board of selectmen. The board of license commissioners may grant licenses relating to alcoholic beverages under chapter one hundred and thirty-eight of the General Laws and those licenses under chapter one hundred and forty of the General Laws which are not, by the provisions of said chapter, placed within the jurisdiction of another municipal officer or agency, and it shall have all the powers and duties of a licensing authority under said chapters. The board of license commissioners shall consist of three voters appointed by the mayor for terms of three years each so arranged that the term of one member shall expire each year. No person while a member of the board of license commissioners shall have any connection, directly or indirectly, with the sale or distribution of alcoholic beverages in any form.

SECTION 6-8: PARK AND RECREATION COMMISSION

There shall be a board of park and recreation commissioners consisting of seven members appointed by the mayor for overlapping terms of three years each so arranged so that the term of office of at least two members shall expire in each odd numbered year. The board of park and recreation commissioners shall act in an advisory capacity to the mayor. [Amended- Correcting terms to overlap, November 8, 2005 Town Election]

SECTION 6-9: PUBLIC SAFETY COMMISSION

There shall be a public safety commission which shall consist of five voters appointed by the mayor for terms of three years each so arranged that as nearly an equal a number of terms as is possible shall expire each year. The public safety commission shall be responsible for oversight of the police and fire departments and for the effective coordination of the administration of the said departments with one another and with other town departments and agencies. The public safety commission shall have no authority to interfere with the delivery by police officers and firefighters of police or fire services which direction shall, exclusively, be the responsibility of the respective chiefs. The public safety commission shall assist the mayor in the supervision of the police and fire departments by making recommendations to the mayor concerning (1) setting priorities within the said departments, (2) the annual operating and

capital budget requests to be made for police and fire services, and (3) the appointment and promotion of officers and men in the two departments.

The public safety commission shall be responsible for the imposition of discipline in the police and fire departments by receiving all complaints made by the public concerning the operation of the police and fire departments and the conduct of the officers, women and men comprising the police and fire departments. The public safety commission shall, subject to such rules and regulations as it may from time to time adopt establishing procedures to be followed by it, hold public hearings concerning complaints made to it and its decisions with respect to punishment to be imposed on police officers and firefighters shall be final. Nothing in this section shall be construed to be a bar to any other review as may be provided by general law.

Braintree

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 the administration of the government may be accomplished only through an organization, or reorganization, plan filed by the mayor. No organization plan may originate with the town council. The mayor may, subject only to express prohibitions in a general law, or this charter, propose to reorganize, consolidate or abolish any town agency, in whole or in part; or establish any new town agencies that the mayor considers necessary, but no function assigned by this charter to a particular town agency may be discontinued or assigned to any other town agency unless this charter specifically so provides. The mayor may from time to time prepare and submit to the town council plans of organization or reorganization that establish operating divisions for the orderly, efficient or convenient conduct of the business of the town. Every organization or reorganization plan submitted by the mayor under this provision shall contain a proposed ordinance which sets out, in detail, the amendments, insertions, revisions, repeals or otherwise of existing ordinances that may be necessary to accomplish the desired reorganization. The reorganization plan and proposed ordinance shall be accompanied by a message of the mayor that explains the benefits expected to ensue.

Whenever the mayor proposes such a plan, the town council shall give notice by publication in a local newspaper and hold 1 or more public hearings on the proposal. The notice in the local newspaper shall describe the scope of the proposal, the time and place at which the public hearing will be held, not less than 7 nor more than 14 days after the publication. An organization or reorganization plan shall become effective at the expiration of 60 days after the date the proposal is submitted to the town council unless the town council shall, by a majority vote, within that period vote to disapprove the plan. The town council may vote only to approve or to disapprove the plan and may not vote to amend or to alter it.

SECTION 5-2: MERIT PRINCIPLE

All appointments and promotions of town officers and employees shall be made on the basis of merit and fitness demonstrated by examination, past performance, or by other evidence of competence and suitability. The town council may, in any ordinance establishing a salary for an office or position of employment, establish minimum qualifications a candidate must possess in order to qualify for appointment to the office or position of employment.

SECTION 5-3: DEPARTMENT OF PUBLIC WORKS

(a) Establishment, Scope - There shall be a department of public works responsible for the performance of all public works related functions and activities of the town. The department of public works shall assume all of the duties and responsibilities related to public works activities which, before the adoption of the charter, were performed by or under the authority of the department of public works. The department of public works shall perform all of the public works related functions which are associated with the following boards, departments and offices or which are now or may from time to time by general or special law be vested in such boards, departments and offices: engineering department,

highway department, cemetery department, water and sewer department, tree warden, park department and commissioners of parks and playgrounds, and the recycling committee, and it may have such additional powers, duties and responsibilities with respect to public works related functions and activities as may from time to time be provided by ordinance.

Notwithstanding any provision of this section to the contrary, the mayor may, under section 5-1, divide the powers and duties of the department of public works into 2 or more departments.

(b) Director of Public Works - The department of public works shall be under the direct control and supervision of a director of public works who shall be appointed by and who shall be responsible to the mayor. The director of public works shall serve for an indefinite term. The director of public works shall be a person especially fitted by education, experience and training to perform the duties of the office. The director of public works shall be responsible for the supervision and coordination of all activities of the department of public works under state statutes, town ordinances, administrative code and rules and regulations.

SECTION 5-4: DEPARTMENT OF MUNICIPAL FINANCE

(a) Establishment, Scope - There shall be a department of municipal finance responsible for the performance of all of the fiscal and financial activities of the town. The department of municipal finance shall be responsible for the coordination of all of the duties and responsibilities related to fiscal and financial activities which are performed by or under the authority of the town accountant, the treasurer, the collector of taxes, the trust fund commissioners, the board of assessors, the finance committee, and the MIS department, and it may have such additional powers, duties and responsibilities with respect to fiscal and financial-related functions and activities as may from time to time be provided by ordinance.

(b) Director of Municipal Finance - The department of municipal finance shall be under the direct control and supervision of a director of municipal finance who shall be appointed by and who shall be responsible to the mayor. The director of municipal finance shall serve for an indefinite term. The director of municipal finance shall be a person especially fitted by education, experience and training to perform the duties of the office. The director of municipal finance shall be responsible for the supervision and coordination of all activities of the department of municipal finance under state statutes, town ordinances, administrative code and rules and regulations. The director of municipal finance shall serve, ex officio, as the mayor may from time to time specify, as the treasurer, or the collector of taxes.

SECTION 5-5: DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

(a) Establishment, Scope - There shall be a department of planning and community development responsible for the coordination of all the planning and development-related activities of the town. The department of planning and community development shall be responsible for the coordination of all of the duties and responsibilities related to planning and development activities which are performed by or under the authority of the planning board, the conservation commission, the board of health, the community preservation committee, the economic development commission, the historic commission, and the zoning board of appeals, and it may have such additional powers, duties and responsibilities with respect to the coordination of planning and development-related functions and activities as may from time to time be provided by ordinance. Such ordinance may include in its scope the coordination of

all land acquisition and land management proposals, economic development planning, community development block grants, the preparation of a comprehensive or master plan and maintenance of a centralized source of records, reports, statistical data and other planning and development-related materials.

(b) Director of Planning and Community Development - The department of planning and community development shall be under the direct control and supervision of a director of planning and community development who shall be appointed by and who shall be responsible to the mayor. The director of planning and community development shall serve for an indefinite term. The director of planning and community development shall be a person especially fitted by education, experience and training to perform the duties of the office. The director of planning and community development shall be responsible for the supervision and coordination of all activities of the department of planning and community development in accordance with state statutes, town ordinances, and rules and regulations.

SECTION 5-6: DEPARTMENT OF HUMAN RESOURCES

(a) Establishment, Scope - There shall be a department of human resources which shall be responsible for all personnel and employee-related functions and activities of the town government and its administration. The department of human resources shall assume all of the duties and responsibilities related to human resources activities which, before the adoption of the charter, were performed by or under the authority of the board of selectmen, town accountant, the treasurer, the collector of taxes, the personnel board and department, the disabilities commission, the retirement board, veteran's affairs, and the heads of town agencies, and it may have such additional powers, duties and responsibilities with respect to human resources-related functions and activities as the town may from time to time provide by ordinance.

(b) Director of Human Resources - The department of human resources shall be headed by a director of human resources who shall be appointed by and responsible to the mayor. The director of human resources shall serve for an indefinite term. The director of human resources shall be a person especially fitted by education, experience and training to perform the duties of the office. The director of human resources shall be responsible for the supervision and coordination of all activities of the department of human resources in accordance with state statutes, town ordinances, and rules and regulations.

SECTION 5-7: DEPARTMENT OF MUNICIPAL LICENSES AND INSPECTIONS

(a) Establishment, Scope - There shall be a department of municipal licenses and inspections which shall be responsible for the coordination of all licensing and inspection functions performed by any town officer, employee or agent. The department of municipal licenses and inspections shall be responsible for the coordination of all of the licensing and inspection functions conducted by the town, including but not limited to:

(i) those required under the zoning, wetlands protection, historic districts or any other town ordinance;

(ii) the provisions of the code of Massachusetts regulations relating to buildings, electrical wiring, plumbing, gas fitting, sanitation, wetlands, fire protection and fire safety, hazardous materials;

(iii) local regulations adopted by the board of health, conservation commission, historic commission, planning board or any other town agency, under any other title, performing any of the duties of any such multiple-member body;

(iv) every other local inspection as may be otherwise authorized or conducted, and

(v) the licensing functions as provided in chapter 138 and 140 of the General Laws and including responsibilities with respect to the coordination of municipal licensing and inspection functions as the town may from time to time provide, by ordinance, and which may include the maintenance of all records relating to inspections in a central place through a common index, a single application process which would indicate all inspections which might be necessary for a particular project and provide for a consolidated, coordinated review and processing of each such application.

(b) Director of Municipal Licenses and Inspections - The department of municipal licenses and inspections shall be under the direct control and supervision of a director of municipal licenses and inspections who shall be appointed by and who shall be responsible to the mayor. The director of municipal licenses and inspections shall serve for an indefinite term. The director of municipal licenses and inspections shall be a person especially fitted by education, experience and training to perform the duties of the office. The director of municipal licenses and inspections shall be responsible for the supervision and coordination of all activities of the department of municipal licenses and inspections under state statutes, town ordinances, and rules and regulations. The director of municipal licenses and inspections shall, in addition to the coordination of responsibilities assigned by this provision, also perform the duties of building inspector or of any other position within the department as the mayor may from time to time specify.

(c) Board of License Commissioners - There shall be a board of license commissioners, which shall have the following responsibilities:

(i) the power to issue licenses for innholders or common victualers;

(ii) the powers of a licensing board appointed under section 4 of chapter 138 of the General Laws;

(iii) the licensing authority for the purposes of chapter 138 and chapter 140 of the General Laws;

(iv) all of the other powers with respect to licenses which before the adoption of the charter were exercised by the board of selectmen;

(v) the granting of licenses relating to alcoholic beverages under chapter 138 of the General Laws, and

(vi) the granting of those licenses under chapter 140 of the General Laws which are not, by that chapter, placed within the jurisdiction of another municipal officer or agency, and it shall have all the powers and duties of a licensing authority under those chapters.

The town clerk, the building inspector, the director of public health, the fire chief and the chief of police (or persons performing similar duties under any other title) shall serve by virtue of their offices, and

without additional compensation as the members of the board of license commissioners. The town clerk shall serve as chair of the board of license commissioners.

SECTION 5-8: Other Departments

The council on aging, the fair housing committee, the police department, the fire department and the town solicitor shall be responsible to the mayor.