



**Town of Arlington
Legal Department**

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To: The Select Board
From: Douglas W. Heim, Town Counsel
Date: January 21, 2021
Re: Finance Department Vote

I write in advance of Monday's Select Board meeting to request the Board vote to affirm the organization of the Town's Finance Department. As the Board may recall, on a positive vote on Article 19 of the 2018 Town Meeting, a request special legislation was filed (and ultimately approved by the Commonwealth) to permit the appointment of a Finance Director for the Town of Arlington and establish a Finance Department pursuant to a new Section 28A of the Town Manager Act. Under said provision (provided for reference below), the Town Manager is responsible for appointing a Finance Director, and the Board is to authorize the establishment of a Finance Department.

The Town Manager has appointed Deputy Town Manager Sandy Pooler to serve as the Finance Director.¹ While the matter is largely a formality given the nature of the Board's submission to Commonwealth, the Board should now vote to affirm the organization of the Town's "Finance Department." I expect the Manager can offer the Board further details on the structure and work of an integrated Finance Department. If the Board is inclined to positive action, a motion may be as follows:

¹ Per Section 28A of the Act, the Finance Director may also hold the position of Deputy Town Manager, Assistant Town Manager, or Comptroller. As such, the position does not need to be staffed by a new employee.

VOTED: That the Select Board hereby formally establishes a Town of Arlington Finance Department consistent with the provisions of Section 28A of the Town Manager Act.

REFERENCE: SECTION 28A OF THE TOWN MANAGER ACT

Section 28A. Finance Department

There shall be established, by the Select Board, a Finance Department as herein provided. The Town Manager shall appoint a suitably qualified person to the position of Finance Director. The Finance Director shall be eligible to also hold the position of Comptroller, Treasurer and Collector, Deputy Town Manager or Assistant Town Manager. The Finance Director shall be sworn to the faithful performance of their duties by the Town Clerk or by a Justice of the Peace. The Town Manager shall establish such divisions and subordinate offices within the Finance Department as they deem necessary and shall prescribe the powers, rights, duties and liabilities of the same.