

VOTED: That Title I, Article 4 of the town bylaws be deleted in its entirety and replaced with the following:

ARTICLE 4: TREASURY & COLLECTIONS DIVISION

Section 1. Duty

The Town Treasurer shall administer the Treasury & Tax Collections Division

Section 2. Divisions

A. Tax Collection Division (ART. 15, ATM 05/04/09)

1. The Town Treasurer also acts as the Collector of Taxes.
2. The Collector of Taxes shall seasonably collect, under the title Town Collector, all accounts due the Town which are committed. When the Collector of Taxes serves a written demand for the payment of any delinquent taxes, a demand fee of \$30 shall be added to the amount of the tax demanded thereby.
3. Every department of the Town shall deliver to the Comptroller at least once in every month a separate statement of each account due the Town arising through any transaction with such department. Upon receipt of such statements of accounts, the Comptroller shall commit such accounts to the Town Collector for collection. This section shall not apply to taxes and special assessment, licenses and permits issued or granted by the various departments of the Town, nor to interest on investments of sinking or trust funds.
4. Any account committed by the Comptroller which the Town Collector is unable to collect by ordinary efforts will be referred back to the department in which said account originated for further collection effort. So far as permitted by law, any account or portion thereof may be abated by the Comptroller upon recommendation by said department.

In the event the account cannot be collected within a reasonable period of time and is not abated, it shall be referred by the Town Collector to the Town Counsel for appropriate legal action and the Comptroller shall be notified of said referral.

5. The Tax Collection Division shall, once in each week or oftener, pay over to the Treasury all money received during the preceding week or lesser period on every such account, including any sums received as interest on monies received on such accounts and deposited in any bank.

B. Treasury Division

1. The Town Treasurer receives and takes charge of all monies belonging to the Town.
2. The Town Treasurer shall pay all monies of the Town which are legally due and owing, according to the order of the Town or its authorized officers.
3. The Town Treasurer shall, from time to time during the fiscal year, prepare and update a cash flow projection of anticipated receipts and expenditures and shall manage the Town's excess cash by prudently investing same to the maximum advantage of the Town as permitted by law.
4. The Town Treasurer shall determine the amounts of interest and maturing debt to be included in the annual budget for the ensuing year..
5. The Town Treasurer shall have custody of all paid matured notes, bonds and coupons issued by the Town and all canceled checks issued.

6. The Town Treasurer shall manage the Town's debt.

Section 3. Bond

The Town Treasurer shall give bond to the Town for the faithful performance of the duties of the office in a form approved by the Commissioner of Revenue and in such a sum to be determined by the Select Board, provided the amount of the bond shall not be less than the amount set by the Commissioner. The bond must cover all funds of which the Town Treasurer has custody. A separate bond must similarly be furnished covering the Town Treasurer's duties as Town Collector.

Section 4. Appointment of Treasurer

The Town Treasurer & Collector of Taxes shall be appointed by the Finance Director. If the Treasurer & Collector of Taxes is also being appointed as the Finance Director, the position shall be appointed by the Town Manager.

VOTED: That Title I, Section 9 of the bylaw is changed as follows:

In the title "Departments of Various Appointing Authorities" is deleted and replaced with "the Town Clerks Office".

Section 9. Allocation of Positions in the Town Clerks Office In point "A" the following is deleted: the words, "and the Treasurer/Collector" and "respective" from sentence one.

In point "A" the words "authorities" and "departments" are changed to the singular "authority" and "department".

In the first sentence of point "A", the word, "an" is inserted between "as independent"

The Town Clerk as an independent authority, may reorganize, consolidate, or otherwise establish new positions in their department without prior Town Meeting approval subject to available funds and the requirements of collective bargaining contracts and laws relating to same. Said authority may appoint persons to fill such new positions so created on a temporary basis.

In point "B" the words "appointing authority" are replaced with "Clerk", and in the first sentence the phrase, "or the Treasurer/Collector as the case may be" is deleted.

Role of Director

Before taking any of the aforementioned contemplated actions, the Clerk shall notify in writing the Personnel Director specifying the reasons therefore which notice shall not be dated earlier than December 1 of any calendar year.

The Director will consult with and assist the Clerk in the contemplated action except when the Director disagrees with the contemplated action in which event the Director will so advise the Clerk as to the reasons therefore not later than 21 days after receipt of the Clerk's notice of contemplated action unless said date is mutually extended.

If the Director agrees with the contemplated action, then the Director will so advise the Clerk in writing and the contemplated action shall become effective immediately.

If the Director disagrees with the contemplated action then the Director will so advise the Clerk in writing of the reasons therefore. In such event the Director shall take immediate steps to convene a meeting of the Human Resource Board established under Section 4 of Title I, Article 6 of the bylaws. Said Board shall consider presentations of the Director and the appointing authority and will make a written recommendation regarding the

contemplated action. The Human Resource Board shall convene not later than 14 days after disapproval by the Director of the contemplated action and render its advisory opinion within seven days of its consideration thereof. In any event the contemplated action may be implemented by the appointing authority at any time after the expiration of thirty days from the date of the Director's written disapproval of same notwithstanding any contrary recommendation of the Human Resource Board or its failure to timely meet to consider same.

That the first paragraph of Article 6, Section 21 is amended by deleting the words, “the Treasurer/Collector and”, then changing the following words from their plural to singular meaning: positions to position; are to is; those to the; individuals to individual; were to was

That the second paragraph of Article 6, Section 21 is deleted in its entirety.

That the work “officials” in paragraph three is changed to “official.

Section 21. Benefits for Town Treasurer/Collector and Town Clerk
(ART. 24, STM 11/17/93)

Notwithstanding the fact that the elected position of Town Clerk is not included in the Classification and Compensation Plans, the individual who is elected to same shall be entitled to vacation leave and sick leave as provided in Title I, Article 6, Sections 12 and 13, respectively to the same extent as if said position was so included.

It is the intention of the Town that any person having occupied the position of Town Clerk and Treasurer/Collector since the Annual Election in February of 1984 shall be entitled to the accumulation of sick leave as provided by Title I, Article 6, Section 13 retroactive to the date of their first having been elected to the position of Clerk and Treasurer/Collector respectively. All effected officials shall certify the number of days accrued to date to the Personnel Director and thereafter on a yearly basis.

Said elected official shall likewise be entitled to all provisions of Section 14, 15, 16, 17, 18, 22A, and 22B, of this Article, as applicable, and the longevity benefit shall be the same as provided for positions in Schedule M of the Classification and Compensation Plan.