

## **ARTICLE 19. SELECT BOARD**

### **PART I. GENERAL PROVISIONS**

19.1. Membership. The Town shall have an elected Select Board consisting of five registered voters of the Town.

19.2. Term. The term of office shall be three years.

### **PART II. GENERAL DUTIES**

19.3. Powers and Duties. The Select Board shall have all of the powers and duties granted to Boards of Selectmen by the Constitution and General Laws of the Commonwealth of Massachusetts, and such additional powers and duties as may be provided by any Special Act of the Legislature applicable to the Town of Wellesley, by this bylaw, by the Zoning Bylaw or by Town Meeting vote. The Select Board shall also oversee all matters affecting the interest and welfare of the Town and exercise the power and authority vested in the Town not specifically delegated by law to any other board or office.

19.4. War Memorial Scholarship Fund Trustees. The Select Board shall be ex officio the War Memorial Scholarship Fund Trustees, who shall manage said fund in accordance with the provisions of Chapter 229 of the Acts of 1951, as amended and as the same shall be amended from time to time hereafter. The Town Treasurer shall be the custodian of all funds and securities thereof. The Select Board shall include in the Annual Town Report a financial report of said fund, showing the total amount thereof, investments, receipts and their sources and disbursements and their purposes.

### **19.5 Capital Budgeting and Investments**

19.5.1. "Capital Project" Defined. For the purposes of this section, a "Capital Project" means:

- a. A project, estimated to cost in excess of \$100,000, for the construction, reconstruction, replacement, major repair or renovation, extension, or other improvement of a public building, highway, sidewalk, storm drain, sewerage installation, incinerator, bridge, playground, park or like public works, including any work done by any public utility operated by the Town or for a facility, structure, or utility appurtenant to any of them; or
- b. A purchase of land, equipment, buildings or structures, estimated to cost in excess of \$100,000; or
- c. The preparation of plans, specifications or working drawings (estimated to cost in excess of \$10,000) for any project described in subsections (a) and (b).

19.5.2. Report of Capital Projects. (Revised and amended ATM 2004.) The Select Board shall annually coordinate the preparation and maintenance of the Town's Long-Range Capital Budget Program as follows:

- a. The Select Board shall work with other boards in coordinating the timing of proposed and anticipated capital projects, taking into account the relative need for and cost of such projects, the effect the expenditures might have on the financial position of the Town, and alternative methods of financing.
- b. On the basis of the information submitted by each Board pursuant to the provisions of Section 6.16, as may be modified with the consent of such Board, the Select Board shall compile and present to Annual Town Meeting a Five Year Capital Budget Program for the Town identifying proposed and anticipated capital projects and their timing. The Program shall show expected use of borrowing for such projects, any expected so-called Proposition 2½ debt exclusion overrides in connection with such borrowing, and the impact of such borrowing on the Town's outstanding debt and its real estate property tax rates in upcoming years.
- c. The Select Board shall recommend to any Annual or Special Town Meeting a method of financing for each capital project proposed to be submitted for approval at such Town Meeting. The Select Board's recommendation shall state, for each proposed project, the proposed use of borrowing for the project, whether any so-called Proposition 2½ debt exclusion override is proposed in connection with such borrowing, and the impact of such borrowing on the Town's outstanding debt and its real estate property tax rates in upcoming years.

- d. The Select Board shall prepare the Five Year Capital Budget Program sufficiently in advance of the Annual Town Meeting to permit the publication of the Program in the Reports to the Annual Town Meeting, pursuant to Section 11.8, together with any comments of the Advisory Committee on the Program. Before any appropriation article is considered, the Select Board shall deliver an oral report to the Annual Town Meeting on the substance of the Program; the oral report may include recommendations or comments as the Select Board deem appropriate. Any Board may provide an oral report at Annual Town Meeting on aspects of proposed or anticipated capital projects that relate to their areas of jurisdiction. Following the oral report on the Program, there shall be an opportunity for comments from the Advisory Committee and from Town Meeting Members.
- e. At the request of the Advisory Committee pursuant to Section 11.14., the Select Board shall make a presentation to the Advisory Committee of the Five Year Capital Budget Program. The Select Board may supplement their written presentation to the Advisory Committee with such recommendations or comments as they deem appropriate. The Select Board may subsequently update or amend the Program before it is published in the Reports to the Annual Town Meeting or presented at the Annual Town Meeting.
- f. All Town Boards and Officers shall fully cooperate and participate, at the request of the Select Board, in preparing and maintaining the Five Year Capital Budget Program and in presenting aspects of proposed or anticipated capital projects that relate to their areas of jurisdiction."

19.5.3. Investment of Town Funds. The Select Board, after consultation with the Executive Director of General Government Services, shall set guidelines and criteria for the Department of Financial Services for the investment of any and all types of Town funds, including trust funds, and shall establish adequate procedures for the reporting of investments of Town funds.

19.6. [Repealed]

19.7. Appointments. (Amended ATM 2018.) The Select Board shall appoint qualified persons to those positions which by law the Select Board fills by appointment. Those positions include but are not limited to:

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|---|---|
| 1. Executive Director of General Government Services    | <del>16. Inspector of Gas and Plumbing</del>                |
| 2. Fire Chief   | <del>17. Inspector of Buildings</del>                       |
| 3. Police Chief   | <del>158. Council on Aging</del>                            |
| 4. Town Counsel   | <del>1916. Youth Commission</del>                           |
| 5. Zoning Board of Appeals (includes associate members) | <del>20. 17. Keeper of the Lockup</del>                     |
| 6. Historical Commission                                | <del>1821. Special Police</del>                             |
| 7. Celebrations Committee                               | <del>1922. Animal Control Officer</del>                     |
| 8. Registrars of Voters (Three of Four)                 | <del>203. Historic District Commission</del>                |
| 9. Election Officers                                    | <del>214. Cable Television Committee</del>                  |
| 10. Veterans' Grave Officer                             | <del>225. Wellesley Media Corporation (three members)</del> |
| 11. Sealer of Weights and Measures                      |   |
| 12. Public Weighers                                     | <del>236. Municipal Light Board (two members)</del>         |
| 13. Constable   | <del>247. Sustainable Energy Committee (four members)</del> |
| 14. Emergency Management Director                       | <del>258. Retirement Board (one member)</del>               |
| 15. <del>Inspector of Wires</del>                       | <del>269. Veterans Advisory Board</del>                     |

19.8. Communication and Cooperation. The Select Board shall encourage and facilitate close communication and cooperation among all Boards, Officers and Officials.

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19.9. Investigations. The Select Board shall exercise the authority granted by G.L. c. 41, § 23B to investigate the conduct and operation of any Town department and publish a report upon completion of such investigation.

19.10. Appearance Before Other Bodies. The Select Board may appear personally, by counsel or by a designee before any committee of the General Court or before any other person or body to protect the interests of the Town. They are not authorized by this section to commit the Town to any course of action.

19.11. Legal Actions and Settlements. The Select Board shall have full authority as agents of the Town, acting upon the advice of counsel, to institute, prosecute, defend and compromise any and all claims, actions, and proceedings on behalf of or against the Town and in which the interests of the Town are or may be involved. However, this authority shall not restrict the Collector of Taxes in the exercise of the powers for the collection of taxes and accounts due the Town conferred upon the Collector of Taxes by the General Laws. No settlement shall be made by a payment of more than \$5,000 without authority from the Town Meeting. (Amended ATM 2018.)

19.12. Actions of Town Meeting. The Select Board shall oversee the implementation of the actions of Town Meeting.

19.13. Enforcement of Bylaws and Regulations. The Select Board shall be responsible for the enforcement of all bylaws and regulations of the Town.

19.14. Review of Bylaws and Government. The Select Board shall periodically review the bylaws and the structure and functioning of Town government and make appropriate recommendations to the Town.

19.15. Budgets and Administration. Except as otherwise provided in or required by G.L. c. 164, the Select Board shall supervise those Boards appointed by them and those departments responsible to them and shall recommend and present to the Advisory Committee and to Town Meeting budgets for all those Boards and departments.

19.16. Town-Wide Financial Planning and Budgeting. (Revised ATM 2004.)

19.16.1. Definitions. For the purposes of this article, a "Town-Wide Financial Plan" means a sequenced combination of forecasts of the Town's operating budget (i) for the current fiscal year, (ii) for the next following fiscal year and (iii) for one or more fiscal years beyond the next following fiscal year. Forecasts shall be in the format commonly called "sources and uses of funds". The words "sequenced combination" are intended to require that the three component parts of the Town-Wide Financial Plan build upon one another in an orderly, reasonable manner. A "deficit balance" in a forecast means that the total uses of funds in the forecast exceed the total sources of funds in the forecast.

19.16.2. Report of Town-Wide Financial Plan. The Select Board shall annually coordinate the preparation and maintenance of the Town's Town-Wide Financial Plan as follows:

- a. The Select Board shall work with other boards in coordinating the preparation of a Town-wide budget for the next following fiscal year, taking into account (i) the Town's ability to generate the real estate property taxes assumed in the Plan and to fund any deficit balance in the Plan; (ii) the relative need for and level of the various expenditures proposed to be made by the Town; and (iii) alternatives to any of the various sources and uses of funds in the Plan.
- b. The Select Board shall compile and present to Annual Town Meeting a Town-Wide Financial Plan for the Town. In this Plan, the forecast for the next following fiscal year shall be constructed by using (i) the information submitted by each Board pursuant to the provisions of Sections 6.15. and 11.11, as may be modified with the consent of such Board, and (ii) estimates and assumptions acceptable to the Select Board for all other line items. The Select Board shall identify significant estimates and assumptions used in constructing the Town-Wide Financial Plan, including assumptions as to receipt of real estate property tax revenue.
- c. For any future fiscal year in a Town-Wide Financial Plan, the Select Board shall estimate the property tax rate that would generate real estate property taxes equal to the sum of (i) the real estate property taxes assumed as a source of funds in the forecast for the fiscal year and (ii) any deficit balance in the forecast for that fiscal year. In so doing, the Select Board may use reasonable assumptions as to growth in the valuation of properties in the Town.

- d. The Select Board shall prepare the Town-Wide Financial Plan sufficiently in advance of the Annual Town Meeting to permit the publication of the Plan in the Reports to the Annual Town Meeting, pursuant to Section 11.8, together with any comments of the Advisory Committee on the Plan. Before any appropriation article is considered, the Select Board shall deliver an oral report to Annual Town Meeting on the substance of the Plan; the oral report may include recommendations or comments as the Select Board deem appropriate. Any Board may provide an oral report at the Annual Town Meeting on aspects of the Plan that relate to their areas of jurisdiction. Following the oral report on the Plan, there shall be an opportunity for comments from the Advisory Committee and from Town Meeting Members.
- e. At the request of the Advisory Committee pursuant to Section 11.14, the Select Board shall make a presentation to the Advisory Committee of the Town-Wide Financial Plan. The Select Board may supplement their written presentation to the Advisory Committee with such recommendations or comments as they deem appropriate. The Select Board may subsequently update or amend the Plan before it is published in the Reports to the Annual Town Meeting or presented at Annual Town Meeting.
- f. All Town Boards and Officers shall fully cooperate and participate, at the request of the Select Board, in preparing and maintaining the Town-Wide Financial Plan and in presenting aspects of the Plan that relate to their areas of jurisdiction.

19.17. Weekly Warrant. The ~~Select Board-Executive Director~~ shall approve all bills before payment by the Treasurer.

19.18. System for Citizen Inquiries. The Select Board shall establish a system to be administered by the Executive Director of General Government Services to take effective and efficient action on citizen complaints and requests for service.

19.19. Licensing Board. The Select Board shall serve as the licensing board for the Town under those statutes granting licensing powers to Boards of Selectmen.

In granting of licenses for the sale of wines and malt beverages not to be drunk on the premises as authorized by Chapter 14 of the Acts of 2014 and as approved by the voters, the Select Board shall limit such licenses to food stores and specialty food stores, said terms to be defined by the Select Board in regulations adopted by the Select Board after a public hearing. (Amended ATM 2014.)

~~19.21. House Numbers. The Select Board may at any time in their discretion, and shall within ten days from the receipt of a request from the owner of any building, designate the numbers to be affixed to or painted on the building. The owner of each building so designated shall comply within ten days after receiving notice thereof.~~

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~~19.22-19.20.~~ Municipal Charges Lien. No municipal charges lien to secure reimbursement to the Town for its expenses incurred, properly chargeable to the property owner, in correcting any particular encroachment onto Town-owned land, authorized by G.L. c. 40, § 58 and vote of the 2012 Annual Town Meeting on April 2, 2012, acting under Article 30 of the Warrant for said meeting, shall be imposed without the Select Board's approval following the giving of due notice to the person to be charged and an opportunity to be heard. (New ATM 2012.)

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~~19.23-19.21.~~ General Provisions. The Select Board shall also be governed by Articles 2 through 7 of these bylaws

and other provisions of these bylaws applicable generally to all Boards, except as it is specifically directed by law or a provision of these bylaws to act otherwise.

PART III. PROFESSIONAL STAFF (Amended ATM 2005.)

19.31. Executive Director of General Government Services. (Revised STM 2005.) The Town shall have an Executive Director of General Government Services ("Executive Director") who shall be appointed by the Select Board and who shall act for and with the authority of the Select Board. The Select Board may elect to enter into a contract with the Executive Director pursuant to G.L. c. 41, §108N.

The Executive Director shall be the Chief Operating Officer of the Town, whose principal duties shall include but not be limited to:

- a. Implementing the Town's policies and procedures as promulgated by the Select Board as the Town's

Wellesley Town Bylaws (as amended through ATM 2021)

Chief Executive Board.

- b. Overseeing and being responsible to the Select Board in their responsibilities for the Town's finances, including without limitation the annual Town-Wide Financial Plan and Five Year Capital Budget program required under these bylaws, and the investment of Town funds.
- c. Overseeing the development and enforcement of internal controls, using best municipal finance and general accounting practices as appropriate.
- d. Overseeing and being responsible for maintenance and quality control of all buildings and other structural assets under the Select Board's jurisdiction and, upon request, of such assets under the jurisdiction of other boards and committees.
- e. Overseeing and being responsible for all other operating facets under the jurisdiction of the Select Board, and as established by these bylaws, applicable special acts, and other duties as the Select Board may from time to time specify.
- f. Coordinating the activities of Town departments and arranging meetings between Town department heads in order to deal with common problems and allow an interchange of ideas and information and to lead the Town's strategic planning.
- g. Overseeing the Town's network and information systems.

The Executive Director shall be the Town's Chief Procurement Officer, who may delegate the powers and duties of such position as provided by law.

19.32. Executive Director, Term. The term of office shall be three years commencing on July 1.

19.33. Staff. The Executive Director shall appoint the Assistant Executive Director, the Finance Director, the Facilities Management Director (2012), the Sustainability Director, and the IT Director, such appointments to be subject to the approval of the Select Board (hereinafter referred to as "principal staff") and such other staff as the Executive Director shall deem appropriate and for which funding has been provided. The Executive Director shall exercise general supervision over all Town departments for which the Select Board is the appointing or employing authority. (Amended ATM 2018.)

19.34. Principal Staff, Term. The appointments of all principal staff shall be for a period not to exceed three years.

#### PART IV. DEPARTMENT OF FINANCIAL SERVICES (Amended STM 2005.)

19.41. Department. The Town shall have a Department of Financial Services headed by the Finance Director who shall be the Town's Chief Financial Officer.

19.42. Finance Director. (Amended ATM 2018.) The Executive Director may elect to enter into a contract with the Finance Director pursuant to G. L. c. 41, § 108N, subject to the Select Board's approval. The Finance Director shall be the Town Accountant and shall have, except as expressly provided by these bylaws, the powers and duties vested by law in comptrollers and town accountants. Among the duties and responsibilities of the Finance Director shall be the following:

- a. Coordinating and administrating Town financial services and activities, including providing support as needed to the Advisory Committee and other Town Boards and committees.
- b. Serving as a member of the Retirement Board ex officio.
- c. Assisting in the development of budgets and reviewing all budgets for format, completeness, and accuracy before submission to the Advisory Committee.
- d. Assisting the Executive Director in preparing and supervising purchasing and inventory control procedures.
- e. Administering the disposal of Town property.
- f. Maintaining Town accounting records and financial statements.
- g. Paying all Town obligations, after securing required approvals.
- h. Monitoring all expenditures of Town funds.

- i. Timely reporting to the Select Board and to other appropriate Boards of actual or foreseeable incurring of obligations or expenditures of funds in excess of budgeted appropriations.
- j. Maintaining payroll and other financial records relating to all Town personnel.
- k. Sending to each Board, at regular intervals, a statement of the funds expended during the preceding month and a statement of the balances remaining under appropriated budgets.

19.43. Treasurer and Collector of Taxes. (Amended ATM 2018.) The Town shall have a Town Treasurer and Collector of Taxes ("Treasurer/Collector"), who shall be appointed by the Finance Director, for a three-year term commencing on July 1, subject to the approval of the Executive Director. The Treasurer/Collector shall have, except as otherwise expressly provided by these bylaws, the powers and duties vested by law in Town treasurers and collectors of taxes. Among the duties and responsibilities of the Treasurer/Collector shall be the following:

- a. Collection of taxes and other funds due the Town, including the receipt of payments made on utility bills prepared and sent by the Municipal Light Plant;
- b. Initiation, with the assistance of the Executive Director and with the approval of the Select Board, of legal action to collect overdue funds payable to the Town;
- c. Delivery of copies of any notice required by G.L. c. 60, of intent to take land for the Town for nonpayment of taxes and of subsequent action relating to such taking and copies of any court order of judgment with respect to the validity or invalidity of the title in any parcel of land so taken, to the Select Board, Planning Board, Board of Public Works, Natural Resources Commission, Housing Authority, Recreation Commission, School Committee, and any other Board that may request such notice, or their successors; and
- d. Investment of Town funds in accordance with the guidelines and criteria set by the Select Board for the investment of any and all types of Town funds as provided in Section 19.5.3.
- e. Inform all licensing authorities and assist in the collection of unpaid taxes, fees, assessments, betterments, and other municipal charges in accordance with the following procedure:
  - i. The Tax Collector shall annually furnish to each department, Board, commission or division, hereinafter referred to as the Licensing Authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the Party, that has neglected or refused to pay any local taxes, fees, assessments, betterments, or other municipal charges for not less than a twelve month period, and that such Party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the Appellate Tax Board.
  - ii. The Licensing Authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the Licensing Authority from the Tax Collector; provided, however, that written notice is given to the Party and the Tax Collector, as required by applicable provisions of law, and the Party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any Party. The Tax Collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension. Any findings made by the Licensing Authority with respect to such license denial, revocation or suspension shall be made only for the purpose of such proceeding and shall not be relevant to or introduced in any other proceeding at law, except for any appeal from such license denial, revocation or suspension. Any license or permit denied, suspended or revoked under this section shall not be reissued or renewed until the Licensing Authority receives a certificate issued by the Tax Collector that the Party is in good standing with respect to any and all local taxes, fees, assessments, betterments or other municipal charges, payable to the Town as the date of issuance of said certificate.
  - iii. Any party shall be given an opportunity to enter into a payment agreement, thereby allowing the Licensing Authority to issue a certificate indicating said limitations to the license or permit and the validity of said license shall be conditioned upon the satisfactory compliance with said agreement. Failure to comply with said agreement shall be grounds for the suspension or revocation of said license or permit; provided, however, that the holder be

given notice and a hearing as required by applicable provisions of law.

- iv. The Select Board, may waive such denial, suspension or revocation if it finds there is no direct or indirect business interest by the property owner, its officers or stockholders, if any, or members of their immediate family, as defined in G.L. c. 268A, § 1 in the business or activity conducted in or on said property.

This section shall not apply to the following licenses and permits: Open Burning Permits (G.L. c. 48, § 13); Bicycle Permits (G.L. c. 85, §11A); Permits for Sales of Articles for Charitable Purposes (G.L. c. 101, § 33); Children Work Permits (G.L. c. 149, §69); Clubs and Associations Dispensing Food or Beverage Licenses (G.L. c. 140, § 21E); Dog Licenses (G.L. c. 140, §137; Sporting, Fishing, Hunting, Trapping Licenses (G.L. c. 131, §12); Marriage Licenses (G.L. c. 207, §28), and Theatrical Events and Public Exhibition Permits (G.L. c. 140, §181).

19.44. Purchasing Guidelines. The Executive Director, in cooperation with the Superintendent of Schools, the Director of Public Works and any other Town Officers selected by the Executive Director, shall adopt policies and procedures governing the process by which each Board or department of the Town purchases or leases any item or service. The policies and procedures shall, among other things:

- a. Implement the several General Laws governing procurements by all Town departments, by providing internal procedures and guidelines for all Town procurements including, without limitation, those procurements governed by G.L. c. 30B, the Uniform Procurement Act, and such other governing authority, when deemed by the Executive Director to be helpful to the procuring departments and to the Department of Financial Services;
- b. Ensure compliance with the three-year limitation in procurement contracts governed by the Uniform Procurement Act, except to the extent a longer term has been authorized by Town Meeting pursuant to G.L. c. 30B, § 12(b), in the following respects:

<u>TYPE OF CONTRACT</u>	<u>LIMIT ON DURATION</u>
1. Communication, (Equipment and/or servicing thereof)	5 Years
2. Trash removal from municipal buildings	5 Years
3. Transportation of school children	5 Years
4. Food services beverages	5 Years (New ATM 2002)

- c. Facilitate cooperation among all Town Boards and departments to ensure that, to the extent possible, all Town Boards and departments jointly purchase materials and supplies used by more than one Board and department;
- d. Encourage bidding for serial purchasing of major items, as defined by the Executive Director, by requiring that each Board or department prepare annually a schedule of the anticipated quantity of major items to be purchased and the anticipated timing for writing specifications, advertising for bid, awarding contracts, and receiving the merchandise.

19.45. Inventory Records and Controls. The Executive Director shall adopt policies and procedures by which all Boards and departments maintain inventory records of all Town supplies, materials, and equipment and the procedures to be used for maintaining inventory controls.

19.46. Payment of Town Funds. The Executive Director shall adopt policies and procedures governing the disbursement of Town funds. These policies and procedures shall, among other things, require that payment for purchases shall be processed in the following manner:

- a. No money shall be paid from the treasury of the Town without a warrant or order prepared by the Town Accountant and signed by a ~~majority of the Select Board~~ the Executive Director.
- b. The Town Accountant shall have custody of all vouchers which have been entered on warrants for payment and approved by the ~~Select Board~~ Executive Director. These vouchers shall be available for inspection during regular business hours.
- c. Whenever the account of any appropriation, other than an appropriation for a special purpose (such as a construction contract), for which the work has not been completed shows an unexpended



balance at the end of the fiscal year, such balance (except in the case of the Municipal Light Plant) shall revert to the treasury of the Town as unappropriated funds; and

- d. No work, the payment for which is in any part to be contributed voluntarily by private individuals, firms or corporations shall be performed by the Officer, Official, department, or Board of the Town having charge thereof, until a sufficient sum has been deposited with the Town Treasurer to cover such voluntary contributions.

19.47. Disposal of Town Property. The Executive Director shall adopt policies and procedures governing the disposal of surplus and obsolete Town property. "Disposal" includes any method by which the Officer, Official, Board, or department responsible for the property terminates or substantially reduces its right to control the property. The policies and procedures shall, among other things:

- a. Implement the General Laws governing the disposal to a third party of a tangible supply no longer useful to the Town but having re-sale or salvage value (G.L. c. 30B, § 15) and the rental, conveyance or other disposition of real property (G.L. c. 30B, § 16).
- b. Establish internal procedures to ensure that no tangible or real property of the Town shall be disposed of to a third party without first ascertaining that it is not in the Town's interest to retain and/or transfer the property to another Town department.
- c. Provide that no property belonging to the Municipal Light Plant having a value in excess of \$30,000, no other tangible Town property having a value in excess of \$10,000, and no real property shall be disposed of without Town Meeting approval.
- d. Provide that each Board, Officer, Official, and department shall annually view its property for obsolescence and report thereon to the Executive Director and shall promptly take steps for all surplus and obsolete property.

19.48. Evasion. No action shall be taken to increase or decrease, by combination or division or in any other way, the value of any item, service, or piece of property so as to avoid the effects of policies and procedures adopted by the Executive Director under Sections 19.44 and 19.47.

19.49. Annual Report. In addition to the requirements of Article 4, the Executive Director's annual report shall satisfy the requirements of G.L. c. 41, § 61 and shall include financial statements showing the financial condition of the Town at the close of the last completed fiscal year, the results of operations in the fiscal year last completed (in the usual accounting format but of limited length and complexity), and a summary statement of (i) all investments made by the Town during the last completed fiscal year, including the rates of return, (ii) all borrowings, including amounts, rates of interest, and names of lenders from whom the money was borrowed and (iii) a list of insurance policies showing the property covered, the amount of each policy, the premiums, the names of the insurers, and the agents through whom the policies were purchased. The Executive Director's report need not repeat information contained in the annual report of the Audit Committee.

#### PART V. TOWN MEETING DUTIES

19.51. Town Meeting. The Select Board is responsible for calling all Town Meetings and shall take such actions as are required by law or by Article 8 relative to Town Meeting.

19.52. Closing of Warrant. The Select Board shall, by notice to each Board and by notice in a newspaper generally circulated in the Town, specify the date when the warrant for any Town Meeting shall close.

19.53. Copies of Warrant. The Select Board, after drawing a warrant for a Town Meeting, shall transmit as soon as possible a copy of the same to each member of the Advisory Committee and to each Town Meeting Member.

19.54. Copies of Motions. The Select Board shall distribute copies of all draft motions received by them to the Moderator, Advisory Committee, Town Counsel, and to any Board which in its opinion is likely to have an interest in the motion, so that they may communicate with the author of the motion as far in advance of the meeting as possible. Copies of such drafts shall also be available for public inspection at the Select Board's office and at the Wellesley Free Library.