

## **ARTICLE 2. TOWN ADMINISTRATIVE ORGANIZATION**

### **Section 2.1 - Appointments of the Board of Selectmen**

The Board of Selectmen shall appoint the following:

<b>Position</b>	<b>Term</b>	<b>Number Of</b>
a. town administrator	indefinite	1
b. board of health	three years	5
c. conservation commission	three years	5
d. registrar of voters in a manner as provided by general law	three years	3
e. board of appeals (regular)	three years	5
board of appeals (associate)	three years	2
f. council on aging	as provided by by-law	
g. development \ industry comm.	as provided by by-law	
h. cultural council	as provided by general law	
i. historical commission	three years	5
j. earth removal board	as provided by by-law	
k. capital improvements committee	as provided by by-law	
l. planning board	three years	2
m. planning board (associate)	three years	1
n. town counsel	three years	1
o. sewer commission	three years	3
p. recreation commission	three years	3
q. emergency management director and related personnel	one year	
r. cable TV advisory committee	three years	5
s. constables	one year	
t. cemetery commission	as provided by by-law	
u. Sutton community TV board	three years	5
v. housing partnership committee	three years	7

### **Section 2.2 - Appointments of the Town Administrator**

The Town administrator shall appoint the following:

<b>Position</b>	<b>Term</b>	<b>Number Of</b>
a. police chief and officers	indefinite	
b. fire chief (who shall be the forest warden) and firefighters	indefinite	
c. board of assessors, principal assessor, who shall serve full time and who may, but not		

need be a resident of Sutton	three years	1
d. board of assessor member (part-time)	three years	2
e. treasurer/collector	indefinite	1
f. town clerk	indefinite	1
g. town accountant	three years	1
h. inspector of buildings	indefinite	1
i. wiring inspector	indefinite	1
j. gas inspector	indefinite	1
k. plumbing inspector	indefinite	1
l. sealer of weights and measures	one year	1
m. animal control officer	indefinite	1
n. parking clerk	one year	1
o. town engineer	indefinite	1
p. veterans agent, director burial agent	indefinite	1
q. personnel of health dept.	indefinite	1
r. highway superintendent	indefinite	1
s. tree warden	indefinite	1
t. fence viewer	one year	1
u. town planner	indefinite	1

- 2.2.2** The Town Administrator shall in addition to the qualifications:
- have at least earned a bachelor's level degree from a recognized, accredited college or university,
  - have served full time in an administrative\supervisory position of a city or town for not less than two years.

- 2.2.3** Forthwith following a notice of resignation or vacancy of the Town Administrator position, a screening committee shall be established for the purpose of screening all applicants.

The screening committee shall consist of nine persons who shall be chosen as follows: the Board of Selectmen, the School Committee, the Planning Board and the Board of Library Trustees shall each designate one person, the Finance and Warrant Advisory Committee shall designate two persons and three persons shall be chosen by the Town Moderator. Persons chosen by said agencies may, but need not, be members of the agencies which they are designated. Appointments made by the moderator may, in so far as it may be feasible so to do, appoint persons representative of all demographic and occupational base of the town.

Not more than ninety (90) days following the date on which the committee meets to organize, the committee shall submit to the Board of Selectmen

the names of not less than three nor more than five persons whom it believes to be best qualified to perform the duties of Town Administrator.

Within thirty (30) days following the date the list of nominees is submitted to it, the Board of Selectmen shall choose one of the said nominees to serve as Town Administrator. In the event the Board of Selectmen shall fail to appoint within the thirty (30) days, and unless within the thirty (30) days the Board of Selectmen, in writing, has notified the screening committee to start a new search, the screening committee shall, forthwith, appoint the Town Administrator.

Upon the appointment of a Town Administrator, the Committee established hereunder shall be considered discharged.

### **Section 2.3 - Probationary Term of Office**

Subject to any provision of the Home Rule Charter to the contrary, the appointment of any town officer or employee by the town administrator shall initially be for a one (1) year probationary period. Thereafter, the term of office shall be as stated in the Home Rule Charter or these by-laws.

*Adopted: Oct. 15, 1990*

*Amended: 10/21/91, 10/18/93, 10/16/95, 5/6/97, 1/20/00, 10/18/04, 5/9/05*