

ARTICLE 7

FINANCE COMMITTEE

Section 1. Membership and Organization

a). There shall be a Finance Committee consisting of seven (7) legal voters of the Town who shall be chosen by an appointing committee consisting of the Moderator, the Chairman of the Board of Selectmen and the Chairman of the last Finance Committee: three (3) to serve for three (3) years, three (3) to serve for two (2) years and one (1) to serve for one (1) year and each shall serve for three (3) years thereafter. Members shall serve without pay. After conclusion of each Annual Town Meeting the committee shall organize by choosing a chairman and a secretary.

b). Whenever a vacancy occurs in the committee by resignation, failure to qualify, or otherwise, the same shall be filled by the Committee. If the committee so votes a member who absents himself from four consecutive meetings may be deemed to have resigned. The term of any person appointed to fill a vacancy shall expire at the close of the next Annual Town Meeting, and the vacancy shall then be filled by the exercise of the appointive power under which the original appointment was made.

c). No elective Town officer or town employee shall be eligible to serve on said Committee.

d). A quorum of the Finance Committee shall consist of a simple majority of the appointed active members of said committee. An active member is a member appointed by the appointing committee or if applicable by the Finance Committee. Active members do not include any vacancies by lack of appointment, resignation, failure to qualify, or otherwise.

Section 2. Duties and Responsibilities

a). The Finance Committee shall consider matters relating to the appropriation, the borrowing, and expenditure of money by the Town, its indebtedness, the administration of its various offices and departments, and all other matter that impact the fiscal well-being of the town and may make recommendations to the town or to any board, officers or committee relative to the municipal fiscal affairs. It shall be the duty of the Committee to make an annual report of its activities, with appropriate recommendations of the Annual Town Meeting each year.

b). The Finance Committee shall also require the Selectmen, the School Committee, and the departments not under their supervision, and all other town officers to furnish to said committee, in writing, not later than January 15th of each year, their report of the previous year and detailed estimates of amounts deemed by them necessary for the administration of their respective departments for the fiscal year ending on the 30th day of June. Such estimates shall be in such form and detail, and the Committee shall require.

In addition to expenditure forecasts, said Town departments, committees and officers shall prepare estimates of income expected or anticipated in the ensuing year which will be generated in connection with the administration of their respective offices, departments, or committees.

c). The Committee shall at each Annual Town Meeting present and explain such budget with advice and recommendations, and it shall also at each Special Town Meeting give its advice and recommendations with reference to any appropriation of the town funds or other municipal matter coming before such Special Meeting

d). It shall be the duty of the Committee to consider for all town meetings all articles in the Warrant, which involve an appropriation of money, and to report thereon at the town meeting. The Selectmen shall, immediately upon voting to include in the warrant any article, transmit a copy thereof to the committee, which shall thereupon take the same under consideration. On the copies of the warrant provided by the Selectmen for the Town meeting members at each town meeting, there shall appear a short statement of the report and recommendations of the committee. The committee shall also consider and report upon other warrant articles and other matters, which, in the committee's judgment, affect the financial interest of the town.

Section 3. Information Gathering.

a). The Finance Committee shall give opportunity to the towns various boards, departments, and officers to be heard and explain such estimates and recommendations as they had submitted to the Finance Committee.

b). The Finance Committee shall have the authority at any time to investigate the books, accounts, and management of any department of the town, and to employ such experts and other assistance as it may deem advisable for that purpose, and the books and accounts of all of the departments and officers of the Town of Berkley shall be open to the inspection of the finance committee and of any person employed by it. The finance committee may appoint subcommittees and delegate to them such of its powers as it deems to be in the best interests of the Town of Berkley.

c). The Committee shall have the authority to summon any of the town officers before it for such information and investigation, as it shall deem necessary, as it may consider necessary to the proper discharge of its duties.

Section 4

The Finance Committee and Selectmen shall have quarterly meetings.