

## TOWN ADMINISTRATOR BYLAW

ARTICLE 23 - Town Administrator Bylaw Adoption: To see if the Town will vote to authorize the Select Board, on behalf of the Town, to petition the General Court for passage of a special law substantially as provided below. The Legislature may make clerical or editorial changes in form only to the bill, unless the Select Board approves amendments to the bill before enactment by the Legislature. The Select Board is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition, or to take any other action in relation thereto.

### AN ACT RELATIVE TO THE TOWN ADMINISTRATOR OF THE TOWN OF CARLISLE

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding any general or special law to the contrary, the Town of Carlisle is authorized to amend its General Bylaws by adopting a Town Administrator Bylaw which provides authority to the Town Administrator for the appointment, removal, and management of all Town employees, which, except as provided herein, would otherwise be appointed by the Select Board or other Town official or multiple member body.

SECTION 2. The Town of Carlisle General Bylaws are hereby amended inserting a new Section, 3.3 Town Administrator, to be inserted before the existing Bylaw Section 3.3 Treasurer, with all Article III Bylaw sections correspondingly renumbered to accommodate the new Section 3.3, as follows:

#### 3.3 Town Administrator

3.3.1 The Select Board, as the Chief Executive Officer of the town, shall appoint, and may remove, a Town Administrator. The Town Administrator shall be the primary agent of the Select Board and shall be responsible for managing daily municipal operations at the direction of the Select Board; provided, that the Town Administrator is not a policy creating position, and shall not have the authority to create or set policy independent of Select Board approval or authorization, nor may they do so on behalf of other town officials or multiple member bodies.

Except as specifically provided herein, the provisions of this bylaw do not transfer or otherwise delegate the authority of the Select Board, or any other town officials or multiple member bodies to the Town Administrator.

3.3.2 Pursuant to this bylaw, the authority to appoint and remove certain employees of the town is provided to the Town Administrator; provided that the Select Board shall appoint and may remove a Police Chief, a Fire Chief, a Town Clerk, Town Treasurer / Tax Collector, and Town Counsel; and provided further that employees of the Carlisle Public Schools, Fire Department, and Gleason

Public Library shall be appointed, removed, and managed by the School Committee or Superintendent, Fire Chief, or Gleason Public Library Trustees or Director respectively.

Except as provided herein, the Town Administrator shall have authority to appoint, and may discipline or remove, all other employees of the town, subject to the provisions of the town's duly adopted personnel policies.

Where any employee is responsible for assisting the operations of an elected or appointed town official or multiple member body, the Town Administrator shall consult with such official or multiple member body prior to making an appointment or removal under this section. In the event of a vacancy, disability or absence anticipated to be greater than 30 days of any appointed town official or employee, the Town Administrator may appoint another person to serve in an acting or interim capacity for the period of such vacancy, disability or absence.

3.3.3 The Town Administrator shall supervise and manage the employees, operations, and staff resources of all town departments and employees, except for employees of the School Department, Fire Department, and Gleason Public Library. In this supervisory and managerial capacity, the Town Administrator shall ensure efficient operation of all town departments and facilities by implementing the policy directives of the Select Board, or other town official or multiple member body as applicable.

3.3.4 The Town Administrator shall perform such other duties as directed by the Select Board pursuant to Select Board policies.

SECTION 3. This act shall take effect upon its passage.