

TOWN OF WESTHAMPTON
GENERAL BY-LAWS

Article 5

The Finance Committee

Section 1 Composition

- 5-1-1 A Finance Committee of ten members shall be elected in accordance with Article 3.
- 5-1-2 Members of the committee shall serve without compensation.

Section 2 Powers

- 5-2-1 The Finance Committee shall be the principal budget making and fiscal management advisory board of the town.
- 5-2-2 The committee shall have the power to consider matters relating to the appropriation, the borrowing, and the expenditure of money by the town, its indebtedness, the methods of administration of its various officers and departments, property valuation and assessments, and other town affairs, and may make recommendations to the town, to any board, officer or committee relative to such matters.

Section 3 The Budget Process

- 5-3-1 On or before January 15 of each year, town officers, boards, commissions and committees planning to request appropriations from the town meeting shall prepare detailed estimates of the amounts deemed by them to be necessary for the administration of their respective offices for the ensuing fiscal year.
- 5-3-2 The committee shall duly consider said estimates and may confer with said officers, boards, commissions and committees, and may hold a public hearing, if deemed desirable.
- 5-3-3 After further deliberation, the committee shall issue its recommendations to the town meeting to either approve or disapprove the amounts requested, in whole or in part, for all officers, boards, commissions and committees of the town.
- 5-3-4 The committee shall issue a report detailing the matters it has considered and include the recommendations or suggestions relative to the departmental requests.

- 5-3-5 The report shall be published and distributed at least three days before the business session of the annual town meeting. This report shall also contain a statement of the doings of the committee during the year and may include recommendations on any matter pertaining to the welfare of the town.
- 5-3-6 The committee shall also consider the proposed fiscal requests of all officers, boards, commissions and committees to be made at any special town meeting. The committee shall make a report on all said requests and issue recommendations relative thereto. Said report shall be published or distributed at least three days before any special meeting.
- 5-3-7 Any proposed article for any town meeting which anticipates an expenditure of town funds shall be referred to the finance committee at least 15 days before the posting of the warrant. The finance committee shall consider all such articles and shall issue its recommendations to the town meeting to approve or disapprove in whole or in part of the proposed expenditure and shall notify the board, officer, committee or individual (s), which submitted the request.
- 5-3-8 When an expenditure or appropriation is sought by a department under the control of the Selectboard, the proposal for such expenditure or appropriation shall be submitted to the Finance Committee by the Selectboard.

Section 4 Other Fiscal Matters

- 5-4-1 The Town shall establish and maintain a revolving fund for the payment of police officers employed in off-duty work, in accordance with Sect. 53C of M.G.L. Chap. 44.
- 5-4-2 The Town shall annually set aside one percent of the town's total payroll in anticipation of having to pay the unemployment benefits of town employees, in accordance with M.G.L. Chap. 151A.
- 5-4-3 The assessors shall grant elderly persons the appropriate real estate tax exemptions, as provided by Sect. 5 of M.G.L. Chap. 59.