

HOUSE No. 4784

The Commonwealth of Massachusetts

PRESENTED BY:

Brian W. Murray

To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:

The undersigned legislators and/or citizens respectfully petition for the adoption of the accompanying bill:

An Act providing for a town administrator in the town of Hopedale.

PETITION OF:

NAME:	DISTRICT/ADDRESS:	DATE ADDED:
<i>Brian W. Murray</i>	<i>10th Worcester</i>	<i>6/12/2025</i>

HOUSE No. 4784

By Representative Murray of Milford, a petition (accompanied by bill, House, No. 4784) of Brian W. Murray (by vote of the town) relative to the town administrator in the town of Hopedale. Municipalities and Regional Government. [Local Approval Received.]

The Commonwealth of Massachusetts

In the One Hundred and Ninety-Fourth General Court
(2025-2026)

An Act providing for a town administrator in the town of Hopedale.

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

1 SECTION 1. The Select Board of the Town of Hopedale shall appoint a Town
2 Administrator whose compensation and benefits are to be determined through a contract entered
3 into pursuant to and in accordance with G. L. c. 41§ 108N.

4 SECTION 2. The Town Administrator shall be appointed solely on the basis of executive
5 and administrative qualifications and shall be a person of proven ability and previous experience
6 in municipal administration consistent with the expected performance of the duties of the office.
7 Such person shall devote full time to the office and shall not hold any other public office,
8 elective or appointive, nor shall engage in any other business, occupation or profession during
9 the term of office which would deprive him/her from devoting full time to his/her duties during
10 normal working hours. The Town may, from time to time, through by-law, establish such
11 additional qualifications as it deems necessary and appropriate.

SECTION 3. The Town Administrator shall be the chief administrative officer of the Town of Hopedale with the powers and duties as follows:

(A) Said Administrator shall be responsible to the Select Board for the efficient administration and coordination of all matters that come under the jurisdiction of the Select Board.

(B) Said Administrator shall be responsible for the implementation of all policies, directives and votes of the Select Board.

(C) Said Administrator shall have access to all town books, papers, and records for information necessary for the proper performance of his/her duties.

(D) Said Administrator shall administer the personnel policies and bylaws of the Town.

(E) Said Administrator shall be responsible for the preparation of the annual budget for all Town agencies under the jurisdiction of the Select Board.

(F) Said Administrator shall be responsible for the preparation and format of a uniform budget document for all departments or agencies of the Town for presentation to the Select Board and shall also be responsible for development and updating of an annual capital improvement program.

(G) Said Administrator shall keep the Select Board informed as to the financial needs of the Town and shall make such recommendations to the Select Board as he/she deems necessary or expedient.

31 (H) Said Administrator shall be responsible for the review of all current by-laws,
32 regulations and policies that affect the departments and agencies of the Town and shall make
33 such recommendations for changes as he/she deems necessary.

34 (I) Said Administrator shall see that all provisions of General Laws, bylaws, and votes of
35 the Town Meeting and of the Select Board which require enforcement, direction and supervision
36 of the Town Administrator's office are faithfully carried out, performed and executed.

37 J)Said Administrator shall be responsible for the purchase of all supplies, materials and
38 equipment, except for books and educational materials for schools and books and other media for
39 libraries and shall approve the award of all contracts for all departments, boards or agencies of
40 the Town.

41 (K)Said Administrator shall be responsible for the negotiation of all contracts which the
42 select Board is authorized by law to enter into. Such contracts shall be subject to final approval
43 and execution by the Select Board.

44 (L)Said Administrator shall seek and evaluate candidates for all jobs or positions subject
45 to appointment by the Select Board, other than the Administrator, Counsel, or positions filled
46 pursuant to Chapter 31 of the General Laws. The Administrator shall submit to the Select Board
47 a list of three names, or fewer if less than three applicants, for each such appointment, ranked in
48 order of his/her preference and said Board may fill such position(s) only from such list.

49 (M) Said Town Administrator shall fix the compensation of all Town officers and
50 employees appointed by the TOWN Administrator with the limits established by existing
51 appropriation, by-law or collective bargaining agreement.

(N) Said Administrator shall be responsible for recommending reorganization changes in Town Government to the Select Board, including consolidation or abolishment of municipal departments, boards, agencies, or other branches of Town government, which reorganization changes may ultimately be within the jurisdiction of the Select Board or Town Meeting as to approval and implementation.

(O) Said Town Administrator shall administer the municipal insurance programs.

(P) Said Administrator shall attend all regular and special meetings of the Select Board, unless requested and allowed to be excused, and shall have a voice, but no vote, in all of its discussions.

(Q) Said Administrator shall attend all sessions of the Town Meeting and shall be available to answer all questions concerning matters before the Meeting which questions are directed to the office and relate to matters under his/her general jurisdiction. Notwithstanding residence, the Administrator shall be permitted to speak at any Town Meeting on any matter before said meeting.

(R) Said Town Administrator may at any time inquire into the conduct in office of any officer or employee or department, board or commission under the jurisdiction of his/her office or that of the Select Board.

(S) Said Administrator shall perform any other lawful duties required by by-law or by majority vote of the Select Board.

SECTION 4. The Select Board, by affirmative vote of at least a majority if its elected members, may, for good cause, remove the Town Administrator from office, in accordance with

any requirements and procedures of his/her contract under G.L. c. 41, § 108N, if any. At a minimum said Administrator shall be given due written notice of the cause(s) for removal and shall be given a due process hearing, public or private at the option of the Administrator, with a full opportunity to be heard.

SECTION 5. If the office of Town Administrator is vacant because of death, removal, resignation or otherwise, or if the Administrator is on extended

leave of absence, the Select Board, by affirmative vote of at least a majority of the elected Select Board members, may appoint a suitable person to serve as temporary Town Administrator. Such temporary appointment may not exceed three months, but one renewal not to exceed three months may be voted. Said temporary Town Administrator shall receive compensation as set by the affirmative vote of the Select Board but shall not exceed the rate of compensation approved for the Administrator on leave or otherwise unavailable.

SECTION 6. This Act shall take effect upon its passage.