

## DESCRIPTION OF ELECTED OFFICES IN THE TOWN OF EASTON

### TOWN CHARTER ARTICLE 3 ELECTED OFFICIALS

#### **Section 3-1: General Provisions**

- (a) **Elective Offices** - The offices to be filled by ballot of the whole town shall be a board of selectmen, a moderator, a school committee, a finance committee, a board of assessors, a board of health, a housing authority, and such members of regional authorities or districts as may be established by statute, interlocal agreement or otherwise.
- (b) **Eligibility** - Any voter shall be eligible to hold any elective town office; but no elected town official shall simultaneously hold any other elected town office.
- (c) **Election** - The regular elections for town office shall be held annually on such date as may from time to time be fixed in the by-laws of the town.

#### **Section 3-2: BOARD OF SELECTMEN**

- (a) **Composition, Term of Office** - There shall be a board of selectmen consisting of five (5) members elected by the voters for three-year terms, so arranged that the term of office of at least one member shall expire each year.
- (b) **Compensation** - The selectmen shall receive for their services such compensation as may annually be provided for that purpose by appropriation.
- (c) **Powers and Duties in General** - The executive powers of the town shall be vested in the board of selectmen, and may be exercised by them jointly or through the town agencies and offices under their general supervision and control. The board of selectmen shall cause the laws and orders for the government of the town to be enforced, and shall cause a record of all their official acts to be kept, and for that purpose and to aid them in the official duties, they shall appoint a town administrator.
- (d) **Appointment** - The selectmen shall appoint for fixed terms, constables, a town accountant and election officers. They shall appoint for fixed overlapping terms the members of the board of appeals, planning and zoning board, registrars of voters, conservation commission, cemetery commission, recreation commission, historical commission, industrial development commission, Human Resources Board and trustees of special funds. They shall appoint for indefinite terms veterans officers, a town counsel, a town administrator and individuals who are to serve as representatives or delegates of the town to the governing or advisory boards of regional or district authorities.
- (e) **Investigations** - The board of selectmen may make investigations and may authorize the town administrator to investigate the affairs of the town and the conduct of any town agency including any doubtful claims against the town. The report of the results of such investigation shall be placed on file in the office of the board of selectmen and a report summarizing the results of such investigation shall be printed in the next annual town report.

### **Section 3-3: MODERATOR**

- (a) **Term of office** - At each town election at which the term of office expires or when a vacancy exists, a Moderator shall be chosen by the voters for a term of three years.
- (b) **Compensation** - The Moderator shall receive for his services such compensation as may annually be provided for that purpose by appropriation.
- (c) **Powers and duties** - The Moderator shall have the powers and duties provided for that office by statute, by this Charter, by bylaw and by other vote of the Town Meeting.

### **Section 3-4: SCHOOL COMMITTEE**

- (a) **Composition, Term of Office** - There shall be a school committee consisting of five (5) members elected by the voters for three year terms such that the term of office of at least one member shall expire each year.
- (b) **Compensation** - School committee members shall serve without salary.
- (c) **Powers and Duties** - The school committee shall have all of the powers and duties school committees may have under the constitution and general laws of the commonwealth, and it shall have such additional powers and duties as may be authorized by this charter or by by-law.

### **Section 3-5: FINANCE COMMITTEE**

- (a) **Composition, Term of Office** - There shall be a finance committee consisting of nine (9) members who shall be elected by the voters for three year terms, such that the term of office of three members shall expire each year.
- (b) **Compensation** - The members of the finance committee shall serve without salary.
- (c) **Powers and Duties** - The finance committee shall have such powers and duties with respect to advising the town meeting on any or all matters which are to come before the town meeting as may from time to time be assigned to them in the by-laws of the town.

### **Section 3-6: BOARD OF ASSESSORS**

- (a) **Composition, Term of Office** - There shall be a board of assessors consisting of three (3) members elected by the voters for three-year terms, such that the term of office of one member shall expire each year.
- (b) **Compensation** - The assessors shall receive for their services such compensation as may annually be provided for that purpose by appropriation.
- (c) **Powers and Duties** - The assessors shall annually make a fair cash valuation of all the estate, real and personal, subject to taxation within the town. They shall have such other powers and duties as are provided by law for assessors.

### **Section 3-7: BOARD OF HEALTH**

- (a) **Composition, Term of Office** - There shall be a board of health consisting of three (3) members elected by the voters for terms of three years so arranged that the term of office of one member shall expire each year.
- (b) **Compensation** - The members of the board of health shall receive for their services such compensation as may annually be provided for that purpose by appropriation.
- (c) **Powers and Duties** - The board of health may make reasonable health regulations and shall enforce the laws relating to public health, the provisions of the state sanitary code and all local health regulations.

### **Section 3-8: HOUSING AUTHORITY**

- (a) **Composition, Term of Office** - There shall be a housing authority consisting of five (5) members, four (4) elected by the voters and one appointed by the commissioner of the state department of community affairs for five-year terms, such that the term of office of one member shall expire each year.
- (b) **Powers and Duties** - The housing authority shall have all of the powers and duties which such authorities may have under the general laws.