



POLICY No.: E-1

DATE ADOPTED: FEBRUARY 17, 2010

## **TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY**

### **Policy on Roles and Process**

**Purpose:** The Board of Selectmen and Town Administrator agree to establish roles and process to properly deal with the annual budget.

**Policy:** In accordance with Chapter 23 of the Acts of 1995, An Act Establishing a Board of Selectmen/Town Administrator Form of Government in the Town of West Boylston, the Town Administrator shall prepare a balanced budget and submit it to the annual town meeting for approval. He shall submit the balanced budget to the Board of Selectmen and the Finance Committee prior to the annual town meeting so as to enable them to make recommendations about the budget at the town meeting.

The Capital Investment Board shall transmit its recommendations to the Town Administrator, as well as the appropriate officer, board, agency or department involved in proposed capital improvement. These shall constitute a Capital Improvement Program. The report of this program shall be given to the Town Administrator and Finance Committee for their review and possible inclusion in the budget.

It shall be the duty of the Finance Committee to consider all articles on every warrant for a Town Meeting which relates to finances and it shall report to the Town Meeting in writing, wherever possible, its recommendations thereon.