

## **Who's Who in Town Meeting**

### **Town Moderator**

The Town Moderator's job is to preside over and regulate the proceedings of Town Meeting. They declare the outcome of all votes. It is also the Moderator's duty to rule on all points of order.

### **Assistant Town Moderator**

The Assistant Town Moderator's job is to assist the Moderator and ensure that speakers at Town Meeting stay within their time limits.

### **Town Administrator**

The Town Administrator's Office is responsible for handling the day-to-day administrative affairs of the Town and for implementing the policies set forth by the Board of Selectmen. The Town Administrator is appointed by the Board of Selectmen and is responsible for the administration and supervision of all town departments and appointed personnel under its control.

The Town Administrator is also charged with annually preparing the Town operating budget and capital improvement budget for all non-School Departments and accounts. Additionally, the Town Administrator serves as the chief procurement officer responsible for the purchase of all supplies, materials, equipment, and services for the Town.

### **Town Clerk**

The Town Clerk staffs Town Meeting, taking down the official minutes and vote count.

### **Town Counsel**

Town Counsel advises Town Officials on any legal questions that may come up at Town Meeting.

### **Board of Selectmen**

The Selectmen issue the warrants for Town Meetings and may make recommendations on various warrant articles; initiate legislative policy by inserting articles in Town Meeting warrants and then implement the votes subsequently adopted.

### **Warrant Committee**

The Warrant Committee is the town's finance committee. It works in concert with all town committees and departments including the Capital Budget Committee and the Board of Selectmen.

The Warrant Committee's function is to review, vet and recommend to the Board of Selectmen and town voters the annual budget and all town articles in preparation for the Annual Town Meeting.