

2016 ANNUAL TOWN MEETING
APRIL 2, 2016

ARTICLE 29:

To see if the Town will vote to amend the Plymouth Town Charter by deleting the term "general supervision of the purchase of all goods, services, materials, and supplies by the town; and" under section 3-8-2 and deleting the word "procurement" under section 3-9-4 or take any action relative thereto.

BOARD OF SELECTMEN

TOWN OF PLYMOUTH
11 Lincoln Street
Plymouth, MA 02360
(508) 747-1620

OFFICE OF TOWN MANAGER
MEMORANDUM

To: Board of Selectmen
Advisory and Finance Committee Members

From: Derek S. Brindisi, Assistant Town Manager

Date: January 11th 2016

Re: **Annual Town Meeting, Article 29– Reorganization of Procurement Division**

The Board of Selectmen voted at their meeting of 12/08/15 to move the Procurement Division from the Finance Department to Administrative Services. As outlined within the Town Charter, the Town Manager is the Chief Procurement Officer and responsible for all procurement activities. This recommendation was presented to the Board of Selectmen by the Town Manager in order to develop a more efficient and effective purchasing program.

As a result, the following amendments to the Charter are being requested in Article 29:

ARTICLE 29: To see if the Town will vote to amend the Plymouth Town Charter by deleting the term "general supervision of the purchase of all goods, services, materials, and supplies by the town; and" under section 3-8-2 and deleting the word "procurement" under section 3-9-4 or take any action relative thereto.

The full Charter sections showing the strikethroughs can be found on the next page.

Thank you for your consideration.

TOWN OF PLYMOUTH, MASSACHUSETTS
CHARTER

Section 8 Establishment and Scope of the Department of Finance

3-8-2 The Department of Finance shall be responsible for, and shall include, the following functions:

coordination of all financial services and activities of town government;

maintenance of all accounting records and other financial statements for all town government offices and agencies;

payment of all financial obligations on behalf of the town;

investment of town funds and management of debt;

receipt of all funds due to the town from any source;

maintenance of the system of property valuation;

rendering of advice, assistance, guidance and recommendations to all other town offices and agencies in any financial or fiscal affairs;

monitoring throughout the fiscal year of the expenditure of funds by town offices and agencies;

~~general supervision of the purchase of all goods, services, materials and supplies by the town; and~~

general supervision of all data processing functions, activities and equipment of town government offices and agencies.

Section 9 Director of Finance

3-9-4 The Director of Finance shall be responsible to the Town Manager and shall have the following specific powers and duties, subject to the direction of the Town Manager:

coordination of the financial functions of all departments and agencies and supervision of the following functions: accounting, treasury, tax collections, assessing, data processing, budgeting and procurement; ensure that each function is operating efficiently and in accordance with the applicable statute, by-law, code and/or accepted practice;

accountability for planning, organizing and providing administrative direction for all financial functions;

working with the Town Manager and the Board of Selectmen in developing strategic financial plans and policies;

compilation and submission of an annual operating budget and an annual capital improvement plan to the Town Manager. The Director shall receive all requests made for the expenditure of town funds from every town office and agency and shall assemble all such requests into a form deemed to be best suited to show a complete financial plan for all town funds and activities for the ensuing fiscal year. The proposed budget shall show in detail all estimated income from the proposed property tax levy and from every other source by category; and

general oversight, throughout the year, of the expenditure of all town funds pursuant to such budgets and expenditures as authorized by the representative town meeting.