An Act to change the time of holding
the Annual Meeting of the

TOWN OF NORWOOD,
to enlarge the powers and duties of the
Selectmen, to abolish certain offices and to
provide for the administration of
Town Affairs.

March 18, 1914
AN ACT TO CHANGE THE TIME OF HOLDING THE ANNUAL MEETING OF THE TOWN OF NORWOOD, TO ENLARGE THE POWERS AND DUTIES OF THE SELECTMEN, TO ABOLISH CERTAIN OFFICES, AND TO PROVIDE FOR THE ADMINISTRATION OF TOWN AFFAIRS.

Be it enacted, etc., as follows.

SECTION 1. The annual meeting for the appropriations of the town of Norwood shall be held on the second Monday of May and the annual meeting for the election of town officers shall be held on the first Monday of April beginning with the year nineteen hundred and eighty-two. Those persons holding elected town offices in the town of Norwood prior to the effective date of this act shall continue to hold said offices for the term to which they were duly elected and until their successors are elected and qualified.
Amended Oct. 6, 1976
Amended May 27, 1981
Amended November 4, 1991

SECTION 2. At the first annual meeting following the acceptance of this act the voters shall elect by ballot five selectmen who shall hold office, two for the term of three years, two for the term of two years, and one for the term of one year. At each annual meeting thereafter there shall be elected in place of those selectmen whose terms are about to expire an equal number of selectmen, each to serve for three years. The selectmen shall serve until their successors are elected and qualified. If for any reason whatsoever a vacancy or vacancies occur in the membership of the selectmen, the remaining members shall call a special town meeting to fill the vacancy or vacancies for the unexpired term or terms, except that if such vacancy or vacancies occur less than three months prior to the annual meeting and not less than three selectmen remain in office, the vacancy or vacancies shall remain unfilled until such annual meeting. The selectmen so elected shall be held to be and shall act as the overseers of the poor and surveyors of highways of the town with all the powers and subject to all the duties conferred or imposed by law upon overseers of the poor and surveyors of highways.

SECTION 3. Upon the election and qualification of said five selectmen as provided in section two, all the powers, rights, duties and liabilities conferred or imposed by law upon the water commissioners, sewer commissioners, park commissioners, municipal light board, and the tree warden shall be transferred to and conferred and imposed upon the
selectmen, and the offices of water commissioners, sewer
commissioners, park commissioners, municipal light board,
and the tree warden of the town of Norwood shall be
abolished. The aforesaid transfer of rights, powers, duties
and liabilities shall not affect any liability incurred,
contract made, fine, special assessment, rate, penalty,
forfeiture or tax imposed before such transfer, nor any suit
or other proceeding then pending; and said selectmen shall
in all respects and for all purposes whatsoever be the lawful
successors of said water commissioners, sewer
commissioners, park commissioners, municipal light board
and tree warden.

Section 4. The selectmen elected as provided in section
2 shall appoint, as soon as practicable, a person suitably
qualified to the office of town treasurer and collector of
taxes. The town treasurer and collector of taxes shall
enjoy all the powers and rights and be subject to all the
duties and liabilities conferred or imposed by law upon
town treasurers and collectors of taxes and each of them,
whether now existing or hereafter created, and shall hold
office for three (3) years from the date of his appointment
and until his successor is chosen and qualified, except as
herein provided. The treasurer and collector of taxes shall
receive compensation for his services as the town may
determine. In case of a vacancy in the office, the selectmen
forthwith shall fill the vacancy for the unexpired term. The
town treasurer and collector of taxes shall be sworn to the
faithful performance of his duties by the chairman of the
board of selectmen, or by the town clerk and accountant, or
by a justice of the peace.
Amended November 4, 1991
Amended January 1, 2003

Section 5. The selectmen first elected as provided in
section two shall forthwith appoint, subject to the
confirmation of the tax commissioner of the
commonwealth, three suitable persons as assessors, who
shall hold no elective office in said town of Norwood, and
who, upon their appointment and confirmation, shall
organize for the proper conduct of their duties. One of said
persons shall be appointed for a term of one year, one for a
term of two years, and one for term of three years; and
annually thereafter there shall be appointed by the
selectmen, and confirmed in like manner, an assessor for a
term of three years, in the place of the assessor whose term
is about to expire. Said assessors shall serve until their
successors are elected and qualified. If for any reason
whatsoever a vacancy occurs in the membership of said

Town treasurer and collector of
taxes, election, etc.

Assessors, appointment, terms, etc.
accessors, the vacancy shall be filled forthwith by the selectmen in like manner for the unexpired term. Upon the appointment and qualification of said assessors, the existing elective offices of assessors of the town shall cease and be determined. The assessors so appointed shall enjoy all the powers and rights, and be subject to all the duties and liabilities conferred or imposed by law upon assessors of towns, whether now existing or hereafter created. Before entering upon the duties of their office, the assessors shall be sworn to the faithful and impartial performance thereof by the chairman of the selectmen, or by the town clerk and accountant, or by a justice of the peace.

SECTION 6. The selectmen elected as provided in section two shall appoint, as soon as practicable, a person suitably qualified to the office of town clerk and accountant. The existing elective office of town clerk and the existing appointive office of town accountant shall be continued until the person appointed to said office of town clerk and accountant shall have qualified, at which time said elective office of town clerk and the said independent office of town accountant shall cease and be determined. Said town clerk and accountant shall enjoy all the powers and rights and be subject to all the duties and liabilities conferred or imposed by law upon town clerks and upon town accountants, whether now existing or hereafter created, and shall hold office for three years from the date of his appointment and until his successor is chosen and qualified, except as is herein otherwise provided. In case of a vacancy in said office the selectmen forthwith shall fill said vacancy for the unexpired term. Said town clerk and accountant shall be sworn to the faithful performance of his duties by the chairman of the selectmen or by a justice of the peace.

SECTION 7. The selectmen elected as provided in section two shall annually appoint a board of three persons, who shall be residents of and shall hold no elective office in said town of Norwood, to be known as the board of relief. Said board, subject to the direction and supervision of the selectmen, shall perform the duties and exercise the powers of overseers of the poor of said town. The members of said board of relief shall not receive any compensation for the services rendered by them.
SECTION 8. The selectmen elected as provided in section two shall appoint, as soon as practicable, a general manager who shall be the administrative head of all departments of the town government, the conduct of which is by the general laws and by this act placed upon the selectmen of said town, except as provided otherwise in this act. Said general manager shall be subject to the direction and supervision and shall hold office at the will of the selectmen, and shall be a person specially fitted by education, training or experience to perform the duties of said office, and shall be appointed without regard to his political belief, and he may or may not be a resident of the town of Norwood when appointed. He shall be responsible for the efficient administration of all departments within the scope of his duties. Before entering upon the duties of his office, the general manager shall be sworn to the faithful and impartial performance thereof by the chairman of the selectmen, or by the town clerk and accountant, or by a justice of the peace. He shall execute a bond in favor of the town for the faithful performance of his duties in such sum and with such surety or sureties as may be fixed or approved by the selectmen.

SECTION 9. The powers and duties of the general manager shall include the following:—

(a) To organize, continue or discontinue such divisions or departments from time to time as may be determined by vote of the selectmen, or in the absence of such vote, as may be determined by said general manager to be required for the efficient conduct of his office;

(b) To appoint upon merit and fitness alone, and, except as herein otherwise provided, to remove all superintendents or chiefs of departments and all subordinate officers and employees in such departments, and to fix all salaries and wages of all subordinates and employees, subject to law. The superintendents or chiefs of departments shall not be removed by the general manager, except on five days' notice in writing, which shall state the cause of such removal;

(c) To exercise control over all such departments or divisions so created, or that may hereafter be created, which
shall be made subject to the supervision of said general manager;

(d) To attend all regular meetings of the selectmen, and to recommend to the selectmen for adoption such measures requiring action by them or by the town, as he may deem necessary or expedient;

(e) To keep full and complete record of the doings of his office, and to render as often as may be required by the selectmen, a full report of all operations during the period reported on; and annually, or oftener if required by the selectmen, to make a synopsis of all reports for publication;

(f) To keep the selectmen fully advised as to the needs of the town within the scope of his duties and to furnish the selectmen on or before the thirty-first day of December of each year a careful, detailed estimate in writing of the appropriations required during the next ensuing fiscal year for the proper conduct of all departments of the town under his control;

(g) To keep in repair the Morrill memorial library and all schools and other town buildings, and to purchase all supplies for every department of the town, and purchases of supplies for departments over which the general manager has no control shall be made only upon request of said departments and upon requisition therefor by the said departments or their authorized representative;

(h) To perform such other duties, consistent with his office, as may be required of him by the by-laws of the town or by vote of the selectmen;

(i) To have the control and supervision of the department of police of the town, subject, however, to the direction of the selectmen; and the appointment or removal of the chief or head of said police department shall not be subject to the civil service laws of the commonwealth, but shall be made in accordance with the provisions of this act.

Examination of departments, etc.

SECTION 10. The general manager may without notice cause the affairs of any division or department under his control or the conduct of any officer or employee thereof to be examined. The general manager or any person or persons appointed by him to examine the affairs of any such department or the conduct of any such officer or
employee shall have the same power to compel the attendance of witnesses and the production of books and papers and other evidence, and to cause the witnesses to be sworn and to be punished for contempt as is conferred by law upon the selectmen. The general manager shall have access to all town books and papers for information necessary for the proper performance of his duties.

SECTION 11. The selectmen, by a majority vote, may remove the general manager by filing a written statement with the town clerk and accountant setting forth in detail the specific reasons for his removal, a copy of which statement shall be delivered or mailed to said general manager. Such removal shall not take effect, however, until the expiration of five days from the filing of said statement with the town clerk and accountant; but if so recited in said statement the general manager shall be suspended forthwith from his said office. If the general manager so requests within said five-day period, a hearing shall be given him by the selectmen, and in such event the removal of said general manager shall not take effect until a written decision following said hearing shall have been filed with the town clerk and accountant. Such decision by a majority of the selectmen shall be final.

SECTION 12. Any vacancy in the office of general manager shall be filled as soon as possible by the selectmen. Pending the appointment of a general manager or the filling of any vacancy, the selectmen may appoint a person to perform temporarily the duties of said office.

SECTION 13. The powers, duties and liabilities now conferred and imposed upon the trustees of the Morrill memorial library with respect to the repair of said library and with respect to the purchase of supplies therefor, except books, are hereby withdrawn from said trustees and conferred and imposed upon the selectmen, and the exercise of said powers and the performance of said duties shall be delegated by the selectmen to the general manager, as provided in this act. It shall be the duty of said trustees to notify the selectmen when repairs and supplies are required and said repairs shall be made and supplies furnished upon proper requisitions therefor.
SECTION 14. The powers, duties and liabilities now conferred and imposed upon the school committee with respect to the repair of all school buildings and the purchase of supplies therefor, except books, are hereby withdrawn from said school committee and conferred and imposed upon the selectmen, and the exercise of said powers and the performance of said duties shall be delegated by the selectmen to the general manager, as provided in this act. It shall be the duty of said school committee to notify the selectmen when repairs and supplies are required, and such repairs shall be made and supplies furnished upon proper requisitions therefor.

SECTION 15. The general manager, the assessors, and the town clerk and accountant shall each receive such salary as may be fixed by the selectmen, unless otherwise specifically voted by the town.

SECTION 16. At the first annual meeting after the adoption of this act, the voters of the town shall elect by ballot from among their number five persons who shall serve and be known as the finance commission who shall hold office, two for the term of three years, two for the term of two years, and one for the term of one year from the date of said annual meeting. At each annual meeting thereafter there shall be elected in place of those finance commissioners whose terms are about to expire an equal number of finance commissioners, each to serve for three years. The members of the finance commission shall serve until successors are elected and qualified and shall not receive any salary. During the term for which they are chosen they shall be ineligible, to any town office other than that for which they have been chosen, nor shall they, during such term, hold any other such office; provided, however, they may serve as representative town meeting members.

Amended Sept. 7, 1973
Amended July 18, 1989

SECTION 17. If for any reason whatsoever a vacancy occurs in the finance commission, it shall be the duty of the remaining member or members of the finance commission to give notice forthwith of such vacancy or vacancies to the selectmen. The selectmen shall, within five days thereafter,
call a special town election to fill the vacancy or vacancies for the unexpired term or terms respectively. Any vacancy or vacancies occurring in the finance commission less than three months prior to any town election shall remain unfilled until the date of such election.

SECTION 18. The finance commission shall, on or before the fifteenth day of April of each year, submit to the selectmen a careful, detailed estimate in writing of the probable expenditures of the town government for the next ensuing fiscal year, stating the amount required to meet the interest and maturing bonds and notes or other outstanding indebtedness of the town, and showing specifically the amount necessary to be provided for each fund and department. The finance commission shall also submit at the same time an estimate in writing of the amount of income from all sources of revenue, exclusive of taxes upon property, and of the probable amount required to be levied and raised by taxation to defray all expenses and liabilities of the town. For the purpose of enabling the finance commission to make up said annual estimate of expenditures, all boards, officers, and committees of the town shall, upon the written request of the finance commission, furnish all information in their possession and shall submit to said finance commission in writing a detailed estimate of the appropriations required for the efficient and proper conduct of their respective departments during the next ensuing fiscal year.
Amended May 27, 1981

SECTION 19. All articles in the warrants for the annual and special town meetings requiring the appropriation of money shall be considered by the finance commission, and the commission shall report thereon in writing to the town at said meetings, with its recommendations. The finance commission shall make an annual report, which shall be published as part of the annual town report, covering the matters considered by it during the fiscal year preceding that in which such report is published, and making such recommendations regarding the finances of the town and action thereon as seem to said commission to be necessary and appropriate. All the duties imposed by the by-laws of the town upon the appropriation committee, so-called, and not inconsistent with the duties required by this act, shall
be performed by said finance commission, and the provisions of the by-laws relating to the appointment of said appropriation committee shall be annulled upon the election and qualification of the finance commission.

SECTION 20. Whenever any payroll, bill or other claim against the town is presented to the selectmen, town clerk and accountant, town treasurer and collector of taxes, trustees of the Morrill memorial library, or school committee, he or they shall, if the same seems to him or them to be of doubtful validity, excessive in amount, or otherwise contrary to the interests of the town, refer it to the finance commission, which shall immediately investigate the facts and report thereon, and pending said report payment shall be withheld.

SECTION 21. For the purpose of enabling the finance commission to perform the duties and carry out the objects herein contemplated, it shall have the power to require the attendance and testimony of witnesses and the production of all books, papers, contracts, and documents relating to any matter within the scope of any such investigation or which may be material in the performance of the duties imposed by this act. Such witnesses shall be summoned in the same manner and be paid the same fees as witnesses before the police, municipal or district courts of the commonwealth. Each of such witnesses may be represented by counsel, who may cross-examine the witness for whom he appears for not more than ten minutes during his examination. The chairman or any member of the finance commission may administer oaths to, or take all affirmations of, witnesses who appear before the finance commission. The finance commission may prescribe reasonable rules and regulations for the conduct of the hearing and the giving of testimony. If any person so summoned and paid shall refuse to attend, or to be sworn, or to affirm, or to answer any question, or to produce any book, contract document, or paper pertinent to the matter of inquiry under consideration before the finance commission, a justice of the supreme judicial court or of the superior court may in his discretion, upon application by the finance commission or any member therof authorized thereto by vote of said commission, issue an order requiring such
person to appear before the said commission, and to produce his books, contracts, documents and papers and to give evidence touching the matter in question. Any failure to obey such order of the court may be punished by said court as a contempt thereof.

SECTION 22. Any person so summoned and paid who shall refuse to attend, or to be sworn, or to affirm, or to answer any question, or to produce any book, contract, document or paper pertinent to the matter under consideration by the finance commission, and any person who wilfully interrupts or disturbs, or is disorderly at any hearing of the finance commission, shall be punished by a fine not exceeding fifty dollars, or by imprisonment for not more than thirty days, or by both such fine and imprisonment.

SECTION 23. Any person who wilfully swears or affirms falsely before the finance commission upon any point material to the matter of inquiry shall be guilty of perjury, and shall be subject to the provisions of section one to five, both inclusive, of chapter two hundred and ten of the Revised Laws and amendments therof.

SECTION 24. Upon application by the finance commission to any justice of the supreme judicial court, or of the superior court, the said justice may issue a commission to one or more competent persons in another state for the examination of a person without this commonwealth relative to any matter within the scope of the investigation or of this act. The testimony of such person may be taken by open commission, or otherwise under the procedure, so far as the same may be applicable, authorized by section forty-three of chapter one hundred and seventy-five of the Revised Laws, and the said justice may issue letters rogatory in support of said commission.

SECTION 25. Nothing in this act shall be construed to compel any person to give any testimony or to produce any evidence, documentary or otherwise, which may tend to incriminate him.

SECTION 26. The said commission is authorized to employ such experts, counsel and other assistants, and to
incur such other expenses as it may deem necessary, and the same shall be paid by said town upon requisition by the commission not exceeding in the aggregate in any year the sum of two hundred and fifty dollars, or such additional sum as may be appropriated for the purpose by the town. The commission shall have the same right to incur expenses in anticipation of its appropriation as if it were a regular department of the town.

SECTION 27. Any holder of an elective office may be recalled and removed therefrom by the qualified voters of the town as herein provided.

SECTION 28. Any qualified voter of the town may make and file with the town clerk and accountant an affidavit containing the name of the officer sought to be removed and a statement of the grounds of removal. The town clerk and accountant shall thereupon deliver to the voter making such affidavit a sufficient number of copies of petition blanks for such recall and removal, printed forms of which he shall keep on hand. Such blanks shall be issued by the town clerk and accountant with his signature and official seal thereto attached; they shall be dated and addressed to the selectmen, shall contain the name of the person to whom issued, the number of blanks so issued, the name of the person sought to be removed, the office from which such removal is sought, the grounds of removal as stated in said affidavit, and shall demand the election of a successor to such office. A copy of the petition shall be entered in a record book to be kept in the office of the town clerk and accountant. Said recall petition shall be returned and filed with the town clerk and accountant within twenty days after the filing of the affidavit. Said petition before being returned and filed shall be signed by five hundred qualified voters, and to every such signature shall be added the place of residence of the signer, giving the street and number; such signatures need not all be on one paper. One of the signers of every such paper shall make an affidavit thereto that the statements therein contained are true, and that each signature appended to the paper is the genuine signature of the person whose name it purports to be. All such papers for the recall of any one officer shall be filed as one instrument, with the endorsements thereon of the names and addresses of three persons designated as filing the same.

Amended April 4, 1979
SECTION 29. Within five days after the filing of said petition, the town clerk and accountant shall ascertain by examination thereof and of the registration books and election returns whether the petition is signed by the requisite number of qualified voters, and shall attach thereto his certificate showing the result of such examination. He shall, if necessary, be allowed extra help by the selectmen.

If his certificate shows the petition to be insufficient, he shall within said five days so notify in writing one or more of the persons designated on the petition as filing the same; and the petition may be amended by the addition of signatures at any time within five days after the giving of said notice by the town clerk and accountant. The town clerk and accountant shall, within three days after such amendment, make like examination of the amended petition, and attach thereto his certificate of the result. If then insufficient, or if no amendment was made, he shall return the petition to one of the persons designated thereon as filing it, without prejudice, however, to the filing of a new petition for the same purpose.

SECTION 30. If the petition or amended petition shall be found and certified by the town clerk and accountant to be sufficient, he shall submit the same with his certificate to the selectmen without delay, and the selectmen shall forthwith give written notice to said officer of the receipt of said certificate and shall, if the officer sought to be removed does not resign within five days thereafter, thereupon order an election to be held on a Tuesday fixed by them not less than twenty-five nor more than thirty-five days after the date of the town clerk and accountant's certificate that a sufficient petition is filed: provided however, that if any other town election is to occur within sixty days after the date of said certificate, the selectmen may, in their discretion, postpone the holding of the removal election to the date of such other election. If a vacancy occurs in said office after a removal election has so been ordered, the election shall nevertheless proceed as in this section provided.
SECTION 31. Any officer sought to be removed may be a candidate to succeed himself, and, unless he requests otherwise in writing, the town clerk and accountant shall place his name on the official ballot without nomination. The nomination of other candidates, the publication of the warrant for such removal election, and the conduct of the same, shall all be in accordance with the provisions of law relating to elections, unless otherwise provided in this act.

SECTION 32. The incumbent shall continue to perform the duties of his office until the removal election. If then re-elected, he shall continue in office for the remainder of his unexpired term, subject to recall as before, except as provided in section thirty-three of this act. If not re-elected in the removal election, he shall be deemed removed upon the qualification of his successor, who shall hold office during the unexpired term. If the successor fails to qualify within five days after receiving notification of his election, the incumbent shall thereupon be deemed removed and the office vacant.

SECTION 33. No recall petition shall be filed against any officer within three months after his election, nor, in the case of an officer re-elected in a removal election, until three months after that election.

SECTION 34. No person who has been removed from an office by recall, or who has resigned from some office while recall proceedings were pending against him, shall be appointed to any town office within two years after such removal by recall or such resignation.

SECTION 35. The term “qualified voter,” wherever it occurs in this act, means a voter qualified by law to vote for candidates for the office to be filled or from which a removal is sought.

SECTION 36. It shall be unlawful for any selectman, the general manager, any member of the school committee, any member of the finance commission, any trustee of the Morrill memorial library, or any other elective or appointive official except as otherwise provided by law or in this act, directly or indirectly to make a contract with the town,
or to receive any commission, discount, bonus, gift, contribution or reward from, or any share in the profits of, any person or corporation making or performing such a contract, unless such member, officer, or employee immediately upon learning of the existence of such contract, or that such contract is proposed, shall notify in writing the finance commission of such contract and the nature of his interest in such contract and shall abstain from doing any official act on behalf of the town in reference thereto. In case such interest exists on the part of an officer whose duty it is to make such a contract on behalf of the town, the contract may be made by another officer or person of the town, duly authorized thereto by vote of the town. A violation of any provision of this section shall render the contract in respect to which such violation occurs voidable at the option of the town. Any person violating any provision of this section shall be punished by a fine of not more than one thousand dollars, or by imprisonment for not more than one year, or by both such fine imprisonment.

SECTION 37. This act shall be submitted to the qualified voters of the town of Norwood for acceptance at a special election which shall be called by the selectmen, and shall be held on the first Tuesday of October in the year nineteen hundred and fourteen. The town clerk shall, not less than two weeks before said election, transmit, by mail or otherwise, to every registered voter in said town a copy of this act. The vote shall be taken by ballot in answer to the following question: “Shall an act passed by the general court in the year nineteen hundred and fourteen, entitled An Act to change the time of holding the annual meeting of the town of Norwood, to enlarge the powers and duties of the selectmen, to abolish certain offices, and to provide for the administration of town affairs, be accepted?” which shall be printed on the official ballot. If this act shall be so accepted by a majority of the qualified voters voting thereon, it shall take effect upon its acceptance for the next annual meeting which shall be held on the third Monday of January in the year nineteen hundred and fifteen, and for all things that pertain to said election and shall go into full force and effect upon the election of the selectmen and other town officials.
on the third Monday of January, nineteen hundred and fifteen, as herein provided; except that the appointees in the service of the town at that time of the officials and boards whose offices shall be abolished and consolidated, shall continue to draw compensation at the same rate and exercise like powers, authority and jurisdiction as theretofore, until other provision is made.

Section 38. It shall be the duty of the selectmen and the town clerk in office and any other town official upon whom by reason of his office a duty devolves by the provisions of this act, when this act is accepted by the qualified voters as herein provided, to comply with all the requirements of this act relating to elections, to the end that all things may be done necessary for the nomination and election of the officers first to be elected under this act.

Section 39. All laws, by-laws, rules and regulations, including the by-laws, rules and regulations relating to the Highland cemetery, in force in the town of Norwood when this act takes effect, not inconsistent with its provisions, whether enacted by authority of the town or any other authority, shall continue in full force and effect until otherwise provided by law, by-law, or vote; all other laws, by-laws, rules and regulations, so far as they refer to the town of Norwood, are hereby repealed and annulled, but such repeal shall not revive any pre-existing enactment.

Section 40. So much of this act as authorizes the submission of the question of its acceptance to the qualified voters of said town shall take effect upon its passage.

Approved March 18, 1914.