

## **ARTICLE 11. ADVISORY COMMITTEE**

11.1. Membership. The Town shall have an Advisory Committee (for purposes of this Article 11, "the Committee") consisting of fifteen residents appointed by the Moderator. No member of the Committee shall be a Board member, Officer, Official, or paid employee of the Town, except that a Town Meeting Member may be a member of the Committee.

11.2. Term. The term of office shall be three years commencing on July 1. (Amended ATM 2003.) No member of the Committee shall serve more than six consecutive years. (Amended ATM 2004.)

11.3. General Duties. The Committee shall consider all matters included within the articles of any warrant for a Town Meeting, and shall, after due consideration, publish a written report of its recommendations or comments on each article. The Committee may also consider and make reports or recommendations on other matters, including without limitation referenda questions, which in the Committee's judgment affect the interests of the Town. In making any written or oral recommendations as to matters that are not included among, or which differ from, those made in its written report, the Committee shall announce to the Town Meeting its numerical vote thereon.

11.4. Investigatory and Review Powers. The Committee at any time shall have authority to investigate or review the books, accounts, records and management of any Board, Official or Department of the Town for any purpose deemed necessary or advisable by the Advisory Committee. The books, accounts and records of all Boards, Officials and Departments of the Town shall be open to inspection by the Committee and any person employed by it. In connection with the performance of its duties or exercise of its powers, the Committee shall also have authority to interview Board members, Officers, Officials and paid employees of the Town. The Committee may employ such expert assistance and other assistance as the Committee may deem advisable in carrying out its investigatory powers provided in this section. Counsel may be engaged only in accordance with Section 25.5. (Amended ATM 2018.)

11.5. Staff. The Committee shall appoint such staff as it deems necessary.

11.6. Reserve Fund. The Committee shall request appropriations for the Reserve Fund at the Annual Town Meeting and shall have the authority to vote the transfer of monies from the Fund.

11.7. Public Hearing. The Committee shall hold a public hearing, unless impracticable, on the articles in the warrant prior to any Town Meeting.

11.8. Report. A copy of the report of the Committee shall be mailed or delivered to each Town Meeting Member and Town Department at least seven days before the commencement of any Town Meeting. A minority may present a separate report which shall be included in the report of the Committee. The Committee shall have the discretion to provide the option for each Town Meeting Member and Town Department to opt out of receiving a mailed copy of the report and, in such case, the Town Meeting Member or Town Department shall receive the report by electronic delivery. For purposes of this section, electronic delivery shall include, without limitation, the delivery, via email, of a copy of the report or a link to the digital version of the report available on the Town website. The report shall set forth the numerical vote of the Advisory Committee on each recommendation. The report shall be available on the Town's website, and available for pick-up at the Town Clerk's Office, and at the Wellesley Free Library. The Select Board's Office shall also mail a copy of the report to any resident who requests one. Further, the Advisory Committee shall mail a letter from the Advisory Chair to each dwelling in the Town at least seven days before the commencement of any Town Meeting. The Chair's letter will contain an overview of the then current status of the budget, including any anticipated overrides, information on capital projects that will require bonding, and significant factors for future budgets. The letter will also contain a summary of other significant matters coming before Town Meeting as deemed appropriate by the Chair. The letter will indicate when and where copies of the report will be available. (Amended ATM 2021.)

11.9. General Provisions. The Committee shall also be governed by Articles 2 through 7 of these bylaws and other provisions of these bylaws applicable generally to all Boards, except as it is specifically directed by law or a provision of these bylaws to act otherwise.

11.10. Definition. "Annual Appropriation" means the general appropriation requested each year by any Board, Official or Officer for those amounts necessary for the proper administration of their respective

Boards, offices or departments for the ensuing fiscal year, including those amounts necessary for capital improvements.

11.11. Requests for Annual Appropriations. Any Board, Official or Officer intending to request an Annual Appropriation at the Annual Town Meeting shall furnish to the Committee detailed estimates, with appropriate explanations, of the amounts necessary for the proper administration of their respective offices or departments for the ensuing fiscal year at least 90 days before the commencement of the Annual Town Meeting. The Advisory Committee may authorize a late filing of such information. The request shall also include estimates of amounts necessary for capital improvements. There shall also be included estimates of all probable items of income which may be received by the requesting Board, Official or Officer during the ensuing fiscal year in connection with the administration of their Board, departments or offices.

11.12. Notice of Request for Capital Projects. The information required to be submitted to the Permanent Building Committee in accordance with Section 14.6. shall be submitted at the same time to the Advisory Committee.

11.13. Notice of Request for Other Appropriations. For any appropriation other than those involving collective bargaining or covered by Sections 11.11. and 11.12. the requesting Board, Official or Officer shall file written notice thereof, including the amount to be requested and its purpose, with the Advisory Committee and the Select Board at least 14 days before the session of Town Meeting at which such appropriation will be acted upon. In the event of emergency requiring immediate consideration, this provision may be waived by Town Meeting but only upon the advice of the Advisory Committee that it has duly considered the request.

11.14. Request for Town-Wide Financial Reports. The Advisory Committee shall request that the Select Board present to them, at a meeting of the Advisory Committee to be held prior to the date of the Advisory Committee's Public Hearing on the Warrant for the Annual Town Meeting, both (i) the Five Year Capital Budget Program for the Town as required by Section 19.5.2.e., and (ii) the Town-Wide Financial Plan as required by Section 19.16.2.e. (New Section ATM 2004.)