

HOUSE No. 1474

By Mr. Perry of Duxbury, petition of Lester J. Gates for legislation to establish the office of comptroller in the town of Scituate. Towns.

The Commonwealth of Massachusetts

In the Year One Thousand Nine Hundred and Sixty-Two.

AN ACT ESTABLISHING THE OFFICE OF COMPTROLLER IN THE TOWN OF SCITUATE.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 SECTION 1. There shall be in the town of Scituate a comp-
2 troller who shall be appointed by the selectmen and who shall
3 have, in addition to the powers and duties conferred and im-
4 posed upon town accountants by general laws, the powers and
5 duties prescribed in section two hereof. The person so appointed
6 shall be a citizen of the United States and shall be qualified by
7 training and experience in the field of accounting. The comp-
8 troller shall be subject to the supervision and control of the
9 selectmen and shall devote his entire time to the performance of
10 his duties and the supervision of the employees in his office.
11 He shall be appointed as soon as possible after the acceptance of
12 this act by the town of Scituate for a term to run for three years
13 from the first day of April following such acceptance, or until
14 the qualification of his successor; thereafter, appointment of the
15 comptroller shall be made in March of every third year for three
16 year terms running from the first day of April following such
17 appointment. He may be removed by the selectmen and the
18 vacancy filled by appointment for the remainder of the un-
19 expired term. His salary or compensation shall be such as the
20 town may vote from time to time in accordance with the job
21 classification and salary plans of the town. The position or

22 office of comptroller shall not be subject to the laws and rules
23 pertaining to civil service.

1 SECTION 2. The comptroller shall have, in addition to the
2 powers and duties conferred and imposed upon town account-
3 ants, the following powers and duties: —

4 (a) He shall prescribe the methods of installation and exercise
5 supervision of all accounting records of the several officers,
6 boards and commissions of the town; provided, however, that
7 any change in the system of accounts shall first be discussed
8 with the selectmen and the officers, boards and commissions
9 affected, and shall meet the requirements of the state director of
10 accounts.

11 (b) He shall establish standard practices relating to all ac-
12 counting matters and procedures and the coordination of sys-
13 tems throughout the town, including clerical and office methods,
14 records, reports and procedures as they relate to accounting
15 matters and shall prepare and issue rules, regulations and in-
16 structions relating thereto, which, when approved by the select-
17 men, shall be binding upon all officers, employees and depart-
18 ments of the town. He shall establish procedures for advertising
19 for bids for the furnishing of materials to the town as required
20 by law.

21 (c) He shall be in charge of all of the accounting and business
22 machines owned by the town, and shall allocate the use thereof
23 among the several departments.

24 (d) He shall be in general charge of all of the clerical and
25 secretarial employees except employees of the school department
26 and the welfare department of the town and may assign and
27 re-assign them among the various departments of the town with-
28 out regard to the departmental appropriation out of which their
29 salaries are paid, provided, however, that he shall assign such
30 employees to the departments out of the appropriations of which
31 their salaries are paid to the greatest extent practicable con-
32 sistent with the efficient operation of the town office.

33 (e) He shall be responsible for a continuous audit of all ac-
34 counts and records of the town wherever located.

35 (f) He shall draw all warrants upon the treasurer for the pay-
36 ment of bills, drafts and orders chargeable to the several ap-
37 propriations.

38 (g) He shall, prior to submitting any warrant to the select-
39 men, examine and approve as not being fraudulent, unlawful or
40 excessive, all bills, drafts and orders covered thereby; and in con-
41 nection with any such examination he may make inspection as
42 to the quality, quantity and condition of any materials, sup-
43 plies or equipment delivered to or received by any officer, board
44 or commission of the town, and may investigate the services or
45 labor performed for or furnished to any such officer, board or
46 commission. If upon such examination it appears to the comp-
47 troller that any such bill, draft or order is fraudulent, unlawful
48 or excessive, he may disallow and refuse to approve the same for
49 payment, in whole or in part, and in such case he shall file with
50 the town treasurer a written statement of the reasons for such
51 refusal. The treasurer shall not pay any claim or bill so dis-
52 allowed by the comptroller.

53 (h) In the event that the office of executive secretary to the
54 board of selectmen is established in the town of Scituate, the
55 comptroller may serve as executive secretary to the board of
56 selectmen at the discretion of the selectmen pursuant to section
57 23A of chapter 41 of the General Laws.

1 SECTION 3. If the comptroller is unable to perform his duties
2 because of disability or absence, or if the office is vacant because
3 of resignation or death, the selectmen may appoint a temporary
4 comptroller to hold such office and exercise the powers and per-
5 form the duties thereof until the comptroller who was disabled
6 or absent resumes his duties or until another comptroller is duly
7 appointed. Said appointment shall be in writing signed by a
8 majority of the selectmen and shall be filed in the office of the
9 town clerk.

1 SECTION 4. Upon the qualification of the comptroller first ap-
2 pointed hereunder, the town accountant shall cease to serve as
3 such and the office of town accountant shall thereupon be
4 abolished.

1 SECTION 5. This act shall take full effect upon its acceptance
2 by the town of Scituate by a majority of the town meeting
3 members present and voting thereon at an annual or special
4 town meeting called for the purpose within two years of the
5 passage of this act, but not otherwise.

