

Standard Department Narrative Form

Department Name: **Town Meeting**

Department Number 113

Purpose of Department/Mission

To provide for the expenses necessary to have the annual town meeting and special town meetings as required.

Department Staffing

- One Moderator – elected, part time

Mandated Services

- Posting each town meeting and election warrant by a constable (\$15 per posting)
- Payment for a “checker” at each town meeting. Checkers verify meeting member attendance and determine when a quorum is present.
- Payment of annual salary (as set by town meeting) to moderator.
 - The moderator is responsible for presiding over all town meetings.
 - The moderator makes appointments to the Finance Committee
 - The moderator is occasionally called upon to moderate other public meetings or make appointments to special committees.

Other Programs/Services Provided

- Payment of annual dues for moderator
- Training expenses for moderator incurred through participation in the Town Moderator’s Association.
- Mailing town meeting warrants and background information to town meeting members. For the annual town meeting, the cost is shared with the Finance Committee because their report is part of the mailing.
- Custodial payments to the GMRSD for each town meeting. This includes setup of the stage area.
- Sound system requirements (sometimes provided by MCTV).
- Morning coffee and a lunch meal is provided at the annual town meeting.

Revenues Generated

None