

NO. 5 COMMITTEES AND BOARDS

1. The Council shall annually appoint, as soon after the annual election as is convenient, the following standing committees:
 - a. Finance;
 - b. Streets and Sewers;
 - c. Police and Licenses;
 - d. Poor and Insane;
 - e. Fire Department;
 - f. Water.each consisting of three members, or such other members as the Council directs, and such other standing committees as the Council from time to time deems necessary.
2. The Mayor shall be ex officio a member of all standing committees.
3. The Council shall also at the same meeting, appoint such members of the following boards and committees as under the provisions of any statute, or other provisions, it has the power to appoint namely:
 - a. The Assessment Appeal Court;
 - b. The Board of School Commissioners;
 - c. The Board of Fire Escapes;
 - d. The Committee for Revising the Jury List;
 - e. The Cemetery Committee.
4. The Council may from time to time, appoint such special committees as it deems necessary for the purpose of inquiring into and reporting upon any matter referred to any such committee.
5.
 - a. The first named member of every committee shall act as its chairman until a chairman is appointed, and he shall call the committee together within three days after its appointment.
 - b. When the committee meets, it shall elect its own chairman.
 - c. In the absence of the chairman, at any regularly called meeting, a quorum of the committee present may appoint a chairman protempore.
6. A majority of the members of a committee shall constitute a quorum thereof.
7. If any councillor so appointed on any committee ceases to be a councillor, he shall thereupon cease to be a member of such committee, and the Council shall appoint another to fill the vacancy.
8. The Council may, by a majority vote, remove any committee, or any member of a Board which it has power to appoint.
9. A vacancy happening in any committee, or in respect to any member appointed by the Council on any board, may be filled by resolution of the Council at any meeting and without giving any notice of motion.
10.
 - a. The various standing committees shall report from time to time to the Council, any special circumstances in respect to the services under their charge, and shall report in writing in reference to any subject coming within their supervision whenever required by vote of the Council so to do.
 - b. Special committees shall report to the Council in writing upon the matters so committed to them.

- c. The written reports of all committees, when unanimous, shall be signed by the chairman, and in his absence by the acting chairman; other wise, by such members of the committee as concur in the report, and the minority or any dissenting member of committee, may present a separate report in writing.
11. If the report of a committee is adopted and approved by the Council, the Mayor shall cause all matters recommended in such report to be carried into full effect.
12. The Council may confirm, alter, modify or annul any set, requirement or direction of any committee with regard to any matter.
13. Every standing committee shall present to the Council at its regular meeting in the civic year, or at any special meeting called for such purpose, a written report of the various matters referred to it, and if the work and business done and the expenditure made by it during such year.
14. Every standing committee shall have and exercise general supervision and control of the several departments, services and matters under its charge, or referred to it by the Council, and of all persons and property employed and used for the purposes thereof, and shall examine and report on all accounts in connection therewith.
15. The committee on Finance shall:
 - a. prepare and submit to the Council the annual estimates of receipts and expenditures;
 - b. certify to the correctness of all bills against the town before the payment thereof;
 - c. regulate all matters in connection with the receipt and payment of money; and
 - d. consider and report on all matters relating to assessment.
16. The committee on Streets shall:
 - a. have the care and supervision of the streets and real property belonging to the town; and
 - b. direct and control the superintendent of streets.
17. The committee on Police and Licenses shall:
 - a. direct and control police;
 - b. have charge and control of the lock up; and
 - c. determine all matters concerning licenses within control of the Council, including all regulations and conditions in connection therewith, and fixing the fee therefor, when not fixed by any bylaw or otherwise.
18. The committee on the Poor and Insane shall:
 - a. have charge and care of the poor, with power, subject to the approval of the Council, to make contracts with any person or corporation for their care and support; and
 - b. have in charge all matters relating to the insane.
19. The committee on the Fire Department shall:
 - a. have a general supervision over the apparatus of such department and the supplies necessary therefor; and
 - b. have the care of the fire alarm system.
20. Any ratepayer of the Town may make any complaint in writing to or lay any grievance before any standing committee as to any service of the town of which such committee shall bring the matter before the next regular meeting of the Council with a statement of the facts, and shall report what has been done by the committee in reference thereto.