

REVISION #2 CHARTER TRANSITION AND IMPLEMENTATION TIMETABLE

KEY DATES	ACTION ITEMS	RESPONSIBILITY
April 2019	Vote to petition State Legislature for Special Act Home Rule Charter for Westminster	Town Meeting
October 2019	State Legislature approves Westminster Special Act and Governor signs into law	State Legislature and Governor
January 28, 2020	Ballot vote to adopt Charter	Westminster registered voters
January 29, 2020	Charter Adopted and goes into effect immediately in accordance with transition and implementation provisions	Selectmen
May 2, 2020	2020 Annual Town Meeting-budget prepared by Advisory Board is voted for FY21	Advisory Board
By February 4, 2020	Selectmen appoint an Interim Town Manager with authority in accordance with adopted Chart	Selectmen
February 2020	Selectmen initiate process to hire a first permanent Town Manager. Consideration will include utilization of a Screening Committee, Search Consultant, search process, etc.	Selectmen
June 30, 2020	Recreation Commission established and membership appointed by Interim Town Manager	Interim Town Manager
June 30, 2020	Cemetery Commission is abolished with statutory responsibilities of policy and rate setting assigned to Selectmen.	Interim Town Manager
June 30, 2020	Parks & Recreation Commission, Hager Park Commission, and Crocker Pond Committee abolished with responsibilities assigned to the newly formed Recreation Commission	Interim Town Manager
June 30, 2020	Selectmen determine the continued authorization for the following bodies: Solid Waste Advisory Committee, Energy Committee, Cable Advisory Committee, Economic Development Committee, Open Space Committee, Agricultural Commission, and Memorial Committee	Selectmen
June 30, 2020	Interim Town Manager makes appointments to Boards and Commissions in accordance with Town Charter, including newly formed Recreation Commission effective July 1, 2020	Interim Town Manager

KEY DATES	ACTION ITEMS	RESPONSIBILITY
July 1, 2020	DPW Director assumes all responsibility and authority related to operation of Department of Public Works. Public Works Commission becomes advisory for issues of operation while retaining rate setting responsibility.	Selectmen
July 1, 2020	Advisory Board transitions to a five-member board with two members with terms expiring on June 30, 2020 not being reappointed.	Town Moderator
By July 29, 2020	Town Moderator appoints five-member Bylaw Review Committee to analyze by-laws to ensure conformity with Charter.	Town Moderator
By September 30, 2020	Interim Town Manager establishes budget calendar and begins budget and capital plan process	Interim Town Manager
September 30, 2020 estimated	Board of Selectmen appoint first Town Manager	Selectmen
November 1, 2020 estimated	Town Manager begins employment with Town	Town Manager
December 31, 2020	Liquor Commission is abolished with responsibilities assigned to Selectmen effective January 1, 2021	Selectmen
December 31, 2020	Public Works Commission is abolished with rate-setting responsibilities transferred to Selectmen effective January 1, 2021	Selectmen
April 30, 2021	One seat on the Board of Library Trustees is elected	Westminster registered voters
April 30, 2021	Terms of 1 member of Board of Health, 1 member of Board of Assessors, 2 members of Planning Board, 1 member of Housing Authority, 1 Constable expire as elected positions to be replaced by appointment as mode of selection. Elected incumbents continue in the office until an appointment is made in accordance with Charter, with July 1 st start of term.	Town Manager
April 30, 2021	Term of elected Town Clerk expires. Position is now an appointed position in accordance with Charter.	Town Manager

KEY DATES	ACTION ITEMS	RESPONSIBILITY
March 1, 2021	By-law Review Committee proposes warrant articles to amend By-laws into conformity with the Charter.	By-Law Review Committee
May 1, 2021	Town Meeting. Town Manager operating and capital budgets are presented with Advisory Board and Selectmen recommendations.	Town Manager
May 21, 2021 estimated	Selectmen and Town Manager begin Strategic Planning Process	Selectmen and Town Manager
July 1, 2021	Town Manager makes appointments to Boards and Committees including those previously elected, where elected terms have expired or are vacant.	Town Manager
April 26, 2022	Terms of 1 member of Board of Health, 1 member of Board of Assessors, 1 members of Planning Board, expire as elected positions to be replaced by appointment as mode of selection. Incumbents continue in the office until an appointment is made in accordance with Charter, with July 1 st start of term.	Town Manager
By July 1, 2022	Town Manager makes appointments to Boards and Committees including those previously elected.	Town Manager
April 25, 2023	Terms of 1 member of Board of Health, 1 member of Board of Assessors, 2 members of Planning Board, 1 member of Housing Authority, 1 Constable expire as elected positions to be replaced by appointment as mode of selection. Incumbents continue in the office until an appointment is made in accordance with Charter, with July 1 st start of term.	Town Manager
By July 1, 2023	Town Manager makes appointments to Boards and Committees including those previously elected.	Town Manager
April 30, 2024	Term of 1 member of Housing Authority, expires as an elected positions to be replaced by appointment as mode of selection. Incumbent continues in the office until an appointment is made in accordance with Charter, with July 1 st start of term.	Town Manager

KEY DATES	ACTION ITEMS	RESPONSIBILITY
By July 1, 2024	Town Manager makes appointments to Boards and Committees including those previously elected, where elected terms have expired or are vacant.	Town Manager
By April 30, 2025	Selectmen appoint a Charter Review Committee to study Charter and propose any amendments.	Selectmen