6. FINANCE, EMPLOYMENT, AND FEES

6-1. Town accounts.

6-1-1. Accounting methods. The Town Manager shall prescribe the methods and forms to be used in recording and reporting the financial transactions of the town. Such methods and forms shall conform to the requirements of the General Laws of the Commonwealth and any rules or regulations made thereunder.
6-1-2. Notice of unpaid bills. Each town authority shall submit to the Town Manager notice of all financial obligations of such authority that may or will be outstanding on June 30 of each year. Such notice shall be submitted by a date to be specified by the Town Manager.
6-1-3. Audit of town accounts. An audit of town accounts shall be made annually. This audit shall be conducted under the supervision of the responsible Commonwealth authority and shall be in accord with applicable statutes and regulations.

6-2. Employment.

6-2-1. Solicitation of candidates. No employee shall be hired by any agency of the town without there first being solicitation of candidates for the position in a newspaper of general circulation in the town at least two consecutive weeks.
6-2-2. Temporary appointment to continue essential function. This bylaw is not applicable to temporary appointments of not more than six weeks duration, made for the purpose of continuing an essential function while the solicitation-selection process proceeds under this bylaw.
6-2-3. Temporary appointment to provide coverage. This bylaw is not applicable to temporary appointments of not more than six weeks duration, made for the purpose of providing coverage during periods of vacation, sickness and other leaves of absence.
6-2-4. Substitute on-call relief employees. This bylaw is not applicable to substitute on-call relief employees selected from established lists of same, for employment of not more than two weeks duration. All substitute on-call relief personnel shall be initially selected in the manner set forth in Section 6-2-1.
6-2-5. Suspension during emergency. This bylaw may be suspended in the event of an emergency involving a threat to the public safety or a clear and present danger to life or property as determined by the Commissioner of Public Safety and/or his delegates.

6-3. Compensation for work performed for the town.

No town employee or salaried employee of the town, or any agent thereof, shall receive any compensation for work performed for the town other that the salary or fee allowed or mandated by the General Laws, the Town Charter, or bylaws without written authorization by the Board of Selectmen, which authorization shall be recorded, together with the reasons therefore, in the minutes of the meetings of the Board of Selectmen.

6-4. Contracts, sales and leases.

6-4-1. Contracts. Unless otherwise provided by a vote of a Town Meeting, the Board of Selectmen or chief procurement officer designated pursuant to G.L. c.30B is authorized to enter into any contract for the exercise of the town's corporate powers, on such terms and conditions as are deemed appropriate. Notwithstanding the foregoing, the Board of Selectmen or chief procurement officer shall not contract for any purpose, on any terms, or under any conditions inconsistent with any application provision of any general or special law.
6-4-2. Purchases of services and supplies.. The procurement of all town supplies and services shall be in accordance with G.L. c.30B.
6-4-3. Acquisition or disposal or real estate. The acquisition or disposal of any interest in real property by the town, including any leasehold interest, shall be in accordance with G.L. c.30B.
6-4-4. Limitation on duration of contracts. No contract shall be entered into by any town authority for a period of more than 10 years, except as provided by law or by a vote of a majority of those present and voting at a Town Meeting.
6-4-5. Conflict of Interest. If any officer, agent or employee of the town has any degree of financial interest,

direct or indirect, in a firm or corporation that may enter into a contract with the town, that person shall not make, pass upon, or participate in making or passing upon any provision of the contemplated contract.

6-4-6. Disposition of town-owned personal property. The Board of Selectmen by a majority vote may authorize the disposition of town-owned personal property after receiving certification in writing from the town department head responsible for said property and the Town Manager that said personal property is no longer required for public purposes.

6-4-7. Anti-discrimination Clause. No contract shall be entered into by any town authority without an anti-discrimination clause "that no person shall, on the grounds of race, color, national origin, sex or sexual preference, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any form".

6-5. Application of dedicated funds or property.

6-5-1. Funds voted by the town for specific uses. No money voted by the town for a specific use shall be applied to any other use without a vote of the town.

6-5-2. Funds given to the town for specific uses. No money given or willed to the town for a specific use, and accepted by a vote of the town or by a duly-authorized town authority, town official or town body, shall be applied to any other use.

6-5-3. Property offered to the town for general or specific uses. No property offered or willed to the town shall be accepted without a vote of the town, and no property offered or willed to the town for a specific use, and so accepted, shall be applied to any other use.

6-6. Setting of Fees.

6-6-1. Authorization to set fees. Fees for town services, licenses, permits, inspections, or use of town property shall be set, from time to time, by the Board of Selectmen, (or other authorized town authority) except for such fees as may be mandated, permitted or limited by the General Laws, the Town Charter, these bylaws, or a vote of the town.

6-6-2. Enactment of fees. No fee for town services, licenses, permits, inspection or use of town property, nor any rule or regulation connected therewith, shall be put into effect by any town authority prior to completion of each of the following steps:

6-6-2-1. Public hearing of proposed fees. A public hearing shall have been held on any proposal for imposition, revision, or revocation of a fee, and notice of such a public hearing shall have been made by advertisement in a newspaper of general circulation within the town at least fourteen (14) days prior to the public hearing.

6-6-2-2. Advertisement of fees. Following a public hearing, the town authority shall have made a final determination of the fee to be imposed, revised, or revoked and notice of such determination shall have been made by advertisement in a newspaper of general circulation within the town before becoming effective.

6-6-3. Changes in fees. A duly enacted fee shall not be changed more than once in any calendar year.
6-6-4. Specific fees not to be included in bylaws. The specific dollar amount of a fee shall be included in the rules and regulations of the town, but shall not be included in the text of any bylaw that authorized the imposition of a fee.
6-6-5. Transitional provision. Any fee or fee schedule, enacted under a previous bylaw and in effect on the date that these bylaws become effective, shall continue in full force and effect until amended in accordance with the provisions of these bylaws.

6-7. Fees for use of harbor front facilities.

6-7-1. Fees for docking space.
6-7-1-1. Fees for docking space to be required. Fees shall be required for the use of docking space at MacMillan Wharf and at any other town-owned or town-operated docking facility. Such fees shall be charged to each vessel (including, but not limited to boats, barges and floats) attached directly or indirectly to the Wharf or other facility or to any portion thereof.
6-7-1-2. Establishment of fees. Fees shall be established by the Board of Selectmen in accordance with the provisions of this Chapter.
6-7-1-3. Fees for transient vessels. Fees shall be paid by the owner of a transient vessel or the agent thereof for docking. Such fees shall be collected for each 24-hour midnight-to-midnight period or portion thereof. Such fees and collections shall be established by the Board of Selectmen.
6-7-1-4. Exemption from fees for loading and unloading. No fee shall be charged to any vessel for docking to load or unload cargo or supplies for one period of up to two hours in any 24-hour midnight-to-midnight period.
6-7-1-5. Emergencies. With the permission of the Town Manager, or the delegate thereof, no fee shall be charged a vessel that docks at a town-owned or town-operated docking facility for emergency reasons.
6-7-1-6. Lease of specific docking spaces. The Board of Selectmen may lease specific docking spaces at town-owned or town-operated docking facilities.
6-7-1-7. Methods of record keeping and payment of fees. The Town Manager shall establish methods and procedures for the keeping of records and the payment of fees associated with docking and docking space at town-owned or town-operated docking facilities.
6-7-2. Fees for temporary mooring permits issued under G.L. c. 91, ˙ 10A.
6-7-2-1. Fees for temporary mooring permits to be required. Fees shall be required for the issuance of all permits for temporary mooring of rafts or floats in Provincetown Harbor issued pursuant to G.L. c.91, ˙ 10A.
6-7-2-2. Establishment of fees. Fees under the preceding section shall be established by the Board of Selectmen in accordance with the provisions of section 6-6.

6-8. Special assessments for water pipes.

The Board of Selectmen of the Town of Provincetown is authorized to levy special assessments as provided for in the General Laws to meet the whole or part of the cost of laying new pipes, as distinguished from replacements, in private and public ways for the conveyance or distribution of water to the inhabitants of the Town of Provincetown.

6-9. Interest on unpaid water bills.

Interest on town water bills which remain unpaid after their due dates shall accrue at the same rate of interest as may be charged on tax bills under the provisions of G.L. c.59, ˙ 57. Effective July 1, 1991, interest shall accrue from the due date or July 1, 1991, whichever is later, until the date of payment.