

**Town of Brookfield
Policy Statement**

**Stipend Payment Policy
Boards/Committees/ Commissions**

Approval Authority:	Select Board	Applies to:	All Elected & Appointed Boards/Committees/Commissions
Adopted:	September 7, 2023	Revised: --	Reviewed:

PREAMBLE

The Town of Brookfield’s Legislative Body has chosen to show its gratitude for the voluntary membership of certain elected and appointed boards/committees/commissions by awarding small stipends via the annual budgeting process. Stipends for Board/Committee/Commission members are not intended to be wages, nor are they for reimbursement or compensation of any kind. To ensure consistent and fair distribution of stipends the Select Board enact the following stipend payment policy.

- Stipends shall be distributed evenly among all Board/Committee/Commission members.
- Elected and Appointed public officials on Boards/committees/commissions will receive stipend payments annually at the completion of the fiscal year for which they serve.
- No checks for stipends will be issued prior to proper paperwork being filed with the Town Treasurer, per the Town of Brookfield Personnel Bylaw.
- Any stipend request submitted late or incorrectly will be rejected.
- If the proper paperwork is not submitted to the Treasurer prior to payroll submission, no stipends shall be paid retroactively.
- No Board/Committee/Commission member is required to take a stipend.
- If a stipend is not taken by a member, that amount will not be divided between the remaining members. The amount not taken will be returned to the Town at the end of the fiscal year.
- If a person holds more than one position that receives a stipend that person is only entitled to one stipend per G.L. c. 268A.
- For personnel leaving service prior to the end of the fiscal year, they will be eligible for a prorated amount at year end.

If any section, subsection, sentence, clause or phrase of this Policy is for any reason held to be invalid or unconstitutional, such validity or unconstitutionality shall not affect the validity of the remaining portions of this Policy.