TOWN of FREEDOM EST. 1813

Elected Town Official Policy

PURPOSE: The Town of Freedom maintains an elected official policy clarifying each position's responsibilities to promote their smooth collaboration and functioning, with the understanding that doing so will benefit the Town.

There are three types of elected officials in Freedom: Selectboard Members, Town Clerk, and Fire Chief.

I. Select Board: The Select Board represents the executive branch of the municipal government, of which the Select Board members are the chief executives. The duty of the Select Board is to execute the will of the people, manage Town affairs, maintain published policy for conducting Town of Freedom business, and provide leadership and oversight on issues of importance to the Town. Their responsibilities include:

   A. Municipal Finances:

      1. Manage town finances
      2. Act as the Board of Assessors.
      3. Follow policy pursuant to State Statute for the signing of Treasurer's Warrants.
      4. Manage contracts and relations with other state and local agencies and the public:

B. Health, Safety, and Welfare of the Residents:
    1. Act as the Fair Hearing Authority for General Assistance Applications and Appeals.
    2. Appoint representatives to regional organizations of which the Town of Freedom is a member, such as regional solid waste management and broadband access organizations.
    3. Administer or supervise the administration of licensing and permitting procedures.

C. Public Property and Personnel:
    1. Act on personnel matters in conformance with the Town of Freedom Employee Manual and any applicable county, state, and federal law.
    2. Oversee the Town Public Works Department.
    3. Appoint individuals to fill all vacant Freedom Board and Committee positions and provide oversight, liaison, and leadership to the volunteer boards.

II. Town Clerk: The Town Clerk is elected annually by the citizens of Freedom and is not directly under the supervision of the Select Board. The Town Clerk may also hold other appointed positions essential to town government, such as Town Tax Collector, Excise Tax Collector and Registrar of Motor Vehicles, Registrar of Voters and Election Warden, Deputy General Assistance Officer, and Keeper of Vital Records. The Clerk's responsibilities include all duties and exercise all powers invested in the clerk position by state law, including but not limited to:

A. Voter registration.

B. Maintaining all Town records.

C. Conducting elections in accordance with state and federal laws

D. Issuing various licenses, including but not limited to dog licenses and hunting and fishing licenses.
E. Recording and maintaining all vital records (birth, marriage, and death certificates).
F. Providing notary services.
G. Registering motor vehicles, boats, all-terrain vehicles, snowmobiles, and trailers.
H. Collecting property and excise taxes.

III. Fire Chief: The Town of Freedom owns the fire Station and all the firefighting equipment. The Freedom Volunteer Fire Department, Inc. (FVFD) is a separate non-profit entity incorporated under the laws of the State of Maine. It was created in 1950 by the citizens of Freedom to act as the Town's fire department. The Fire Chief is elected by and from the membership of the FVFD and then approved annually by the citizens of Freedom at the town meeting. The Fire Chief's responsibilities include:

A. Developing the Town's fire department budget and presenting it to the Budget Committee for approval before being presented at the annual town meeting.
B. Presenting revenue reports from sources such as income from the Town of Knox, Cost Recovery, and other sources to the Select Board.
C. Obtaining prior approval from the Select Board for all expenditures from the Fire Department's Capital Reserve Account.
D. Informing the Select Board of all activities regarding firefighting and emergency actions of the FVFD in a timely manner.
E. Obtaining prior approval from the Select Board for the use of firefighting equipment for anything other than firefighting or training.

F. Overseeing fundraising activities initiated by the FVFD and maintaining a bank account for the FVFD's use.
G. Presenting End of Year bank statements to the Select Board.

Action	Date	Signatories
Proposed	June 6, 2024	XXXXXXXXXXXXXXXXXXXXXXXXX
Adopted	7/1/24	Laura Creeley Kenneth Bowman [signature]
Revised		