

Town of Freedom

General Policies of the Select Board

For Elected Town Employees

The **Town Clerk** is elected annually by the citizens of Freedom, and therefore is not directly under the supervision of the Select Board. The Town Clerk also holds other positions essential to town government, specifically, **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.**

However, the Select Board is ultimately responsible for the finances of the Town. Therefore, in order to keep the Select Board updated on town office business, to allow time for questions, and to promote more communication, and to follow Maine State Statutes and other guidelines, the Town Clerk will be expected to be available at weekly meetings of the Select Board to provide information as requested. Information requested would include but not be limited to the following: paid and unpaid property and excise taxes, and lien reports.

The Town Treasurer is also elected annually by the citizens of the Town and is also not directly supervised by the Select Board. However, the Town Treasurer is also expected to attend weekly meetings of the Select Board and to be able to present reports such as, but not limited to the following: cash flow statements, revenue statements, warrants, disbursements, fund balances, foreclosures, and, in general, all town accounts.

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

The Fire Chief is expected to develop the town's fire department budget and present it to the town's Budget Committee for their approval before being presented at the annual town meeting. The Select Board expects that the Fire Chief will periodically present the Select Board with revenue reports from sources such as income from the Town of Knox, from Cost Recovery and from other sources. All expenditures from the Fire Department's Capital Reserve Account must be first approved by the Select Board. The Select Board expects to be informed of all activities regarding firefighting and emergency actions of the FVFD in a timely manner. Use of firefighting equipment for anything other than firefighting or training may be done only with prior approval of the Fire Chief and reported to the Select Board. The FVFD, Inc. carries out fundraising and maintains a bank account for its own use. The Select Board requests that copies of End Of Year bank statements be presented to the Select Board.