



## **Explanation of Elected/Appointed Positions**

### **1. Selectman**

**Role:** The Select Board serves as the executive branch of town government, responsible for overall administration and governance.

**Time:** Evening meeting every two weeks (typically Mondays) with additional meetings possible.

**Responsibilities:**

- Implement town meeting decisions and enforce local ordinances.
- Manage town operations, personnel, and municipal services.
- Help develop and oversee the town budget.
- Hire and supervise town employees (except elected positions).
- Call and oversee town meetings and elections.
- Set policy for the town and address resident concerns.
- Represent the town in legal matters and sign contracts.

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### **2. Budget Committee Member**

**Role:** Responsible for developing and recommending the town's annual budget.

**Time:** Evening meeting once per month (typically Wednesdays), with additional meetings in the fall and winter.

**Responsibilities:**

- Examine proposed budgets from town departments and the school district.
- Hold public hearings on budget proposals.
- Recommend a final budget to voters at town meeting.
- Monitor town expenditures and financial policies.

### **3. Tax Collector**

**Role:** Collects property and utility taxes.

**Time:** Equivalent to a full-time job with daytime hours.

**Responsibilities:**

- Collect property taxes, sewer and water fees, and other municipal revenues.
- Process abatements and refunds.
- Lien and deed properties for uncollected taxes.
- Prepare monthly reports for the finance office.
- Prepare end of year reports for DRA.

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### **4. Town Clerk**

**Role:** Town clerks are elected officials who must live in the town they serve. They are responsible for providing services to their constituents.

**Time:** Equivalent to a full-time job with daytime hours.

**Responsibilities:**

- Motor Vehicle, trailer, boat registrations and titles.
- Issue transfer station permits.
- Recordkeeping, Reporting & Printing (births, death, and marriage certificates).
- Administer federal, state and local elections, register voters, issue absentee ballots, take official minutes, print ballots and certify results.
- Issue dog licenses, late fees and forfeitures.
- Maintain cemetery records for burial dispositions and prepare deeds.
- Maintain town meeting records and official documents.
- Custody, access and archiving of public records (by-laws, regulations, and warrants).

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## **5. Planning Board Member**

**Role:** Oversees land use and development in accordance with state laws and town regulations.

**Time:** Evening meeting once per month (typically Thursdays) with additional meetings possible.

**Responsibilities:**

- Develop and update the town's Master Plan.
- Review and approve or deny site plans, subdivisions, and lot-line adjustments.
- Recommend zoning ordinance changes to voters.
- Conduct public hearings on development projects.
- Ensure development complies with local and state regulations.

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## **5. Zoning Board of Adjustment (ZBA) Member**

**Role:** Interprets and grants exceptions to the zoning ordinance.

**Time:** Evening meeting once per month (typically Wednesdays) with additional meetings possible.

**Responsibilities:**

- Hear appeals for variances (exceptions to zoning rules).
- Review special exception requests as defined by zoning regulations.
- Decide on appeals of administrative decisions related to zoning.
- Provide guidance on how zoning laws apply to specific properties.

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## **6. Conservation Commission Member**

**Role:** Advises on natural resource conservation and environmental protection.

**Time:** Evening meeting once per month (typically Wednesdays).

**Responsibilities:**

- Protect wetlands, forests, and open spaces.
- Review land development proposals for environmental impact.
- Maintain town conservation lands and trails.
- Educate the public on conservation efforts.
- Apply for grants and manage conservation funds.

## **7. Water and Sewer Commissioner**

**Role:** Manages municipal water and wastewater systems.

**Time:** Evening meeting once per month (typically Tuesdays) with additional meetings likely.

**Responsibilities:**

- Oversee operation and maintenance of the water and sewer infrastructure.
- Set rates for water and sewer services.
- Ensure compliance with state and federal regulations.
- Plan and implement system upgrades and expansions.
- Address customer concerns and system emergencies.

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## **8. Supervisors of the Checklist**

**Role:** Maintain and update voter registration records.

**Time:** Evening meetings as needed and presence at elections.

**Responsibilities:**

- Register new voters and update existing registrations.
- Conduct voter checklist verification sessions.
- Ensure election records comply with state law.
- Work with the town clerk during elections.

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## **9. Moderator**

**Role:** Oversees elections and town meetings.

**Time:** Must be present all day and into the night for elections and the deliberative session.

**Responsibilities:**

- Preside over town meetings and maintain order.
- Oversee ballot voting and election procedures.
- Announce and certify election results.
- Manage public debate in accordance with town meeting rules.

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## **10. Cemetery Trustee**

**Role:** Oversee the management and maintenance of town cemeteries.

**Time:** Evening meetings as needed.

**Responsibilities:**

- Maintain cemetery grounds and records.
- Establish policies for burials and plot sales.
- Ensure the preservation of historic gravesites.
- Manage cemetery trust funds for upkeep and expansion.

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## **11. Trustee of the Trust Funds**

**Role:** Manage municipal trust funds, including cemetery and scholarship funds.

**Time:** Evening meetings as needed.

**Responsibilities:**

- Oversee investment and expenditure of trust funds.
- Ensure compliance with state laws on fund management.
- Work with town officials to allocate funds for designated purposes.
- Maintain financial records and submit annual reports.

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## **12. Library Trustee**

**Role:** Oversee the operations and policies of the town library.

**Time:** Evening meeting once per month (typically 3rd Tuesday)

**Responsibilities:**

- Hire and evaluate the library director.
- Develop library policies and oversee expenditures.
- Manage library facilities and resources.
- Advocate for library funding and services.
- Promote literacy and community engagement programs.