



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.
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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.