

Section 3 Powers and Duties

Except where specifically exempted, the Town Manager shall:

- A. be the chief executive and administrative official of the municipality;
- B. be responsible to the Select Board for the administration of all departments as established under Article IV, Part A, Section 2, and offices over which the Select Board has control;
- C. execute all laws and ordinances of the municipality;
- D. serve in any office as the head of any department under the control of the Select Board when so directed by the Select Board;
- E. appoint, subject to confirmation by the Select Board, supervise and control the heads of departments under the control of the Select Board when the department is not headed by the Town Manager under paragraph D of this section;
- F. appoint, supervise, and control---unless otherwise provided by municipal ordinance--all Town officers and employees whom the Town officials are required by statute to appoint, except members of boards, commissions, and committees; and appoint, supervise and control all other officials, subordinates, and assistants subject to the limitations given in subsection N in this section. The Manager may delegate this authority to a head of a department, and report all appointments to the Select Board;
- G. act as purchasing agent by establishing purchasing procedures for all departments, except the school department and wastewater department, provided that the Town or the Select Board may require that all purchases greater than a designated amount shall be submitted to sealed bid;
- H. attend all meetings of the Select Board, and such other meetings as the Board may designate;
- I. make recommendations to the Select Board for the more efficient operation of the municipality;
- J. keep the Select Board and the residents of the municipality informed regarding the financial condition of the Town;
- K. prepare a draft of the annual budget, present it to the Select Board and the Budget Committee as outlined in Article VI of this document, and be responsible for its administration after adoption;
- L. assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices;
- M. have exclusive authority to remove for cause after notice and hearing, and in

accordance with the Town Personnel Policy, all persons whom he or she is authorized to appoint and report all the removals to the Select Board;

- N. not interfere with the operation of the various departments of the Town except through the department head and shall not independently direct employees except in the absence of a person in authority; and
- O. cause to be prepared an annual Town Report pursuant to Title 30-A

MRSA Section 2801. State Law Reference: Title 30-A, MRSA, Section 2636