



Ordinance To Establish A Five-Member Select Board Town Manager Form Of Government

Committee Report

Introduction

It is becoming increasingly difficult for elected officials, working a minimum of twenty-five (25) hours per week, to effectively manage Town government operations, resources, and staff.

85% of Maine's communities with populations over 3,500 have a Town Manager.

This presentation explores the transition to a five-member Select Board/Town Manager form of government to manage operations and staff across Hollis Town departments.

The Committee

Ordinance status

Proposed Changes to Hollis Town Government

Transition to a Five-Member Select Board by 2025.

Select Board hires a Town Manager to start in fiscal year 2025.

Treasurer, Town Clerk, Tax Collector, and Road Commissioner remain elected officials.

All appointed department heads report to the Town Manager.

Elected officials work in conjunction with the Town Manager.

Responsibilities of the Town Manager

Town Resource Management

Daily leadership and supervision for appointed Town Department Heads and Staff.

Ensure employment issues are handled properly and according to State and Federal laws.

Oversee the property reevaluation process.

Town Budget Management

Town-wide budget focus across all departments, prioritizing according to the Town's needs.

Provide day-to-day oversight of Town expenditures.

Expertise in long-term budget planning, purchasing and management of Capital Expenditures.

Responsibilities of the Town Manager

Strategic Guidance and Vision

- Steer the long-term planning process.

- Identify trends, opportunities, and risks; make appropriate recommendations.

- Maximize opportunities for grants and other funding sources.

- Work to promote commercial and business development.

- Navigate increasingly complex Municipal, State, and Federal regulatory environments.

- Oversee Town-approved construction projects: town hall, public safety building, etc.

- Work on water/sewer infrastructure.

- Work with the Select Board and other committees to form a Hollis Town charter.

What would NOT Change?

Town Meetings are still held and conducted as usual. Citizens still vote on all of the same things we vote on today.

Select Board continues to be the overall governing body.

Select Board continues to appoint members of committees and commissions.

No change to the process of electing town officials.

Citizens can still communicate with the Select Board.

No change to Finance Committee, Planning Board, Board of Appeals or other committees.

Transition Plan

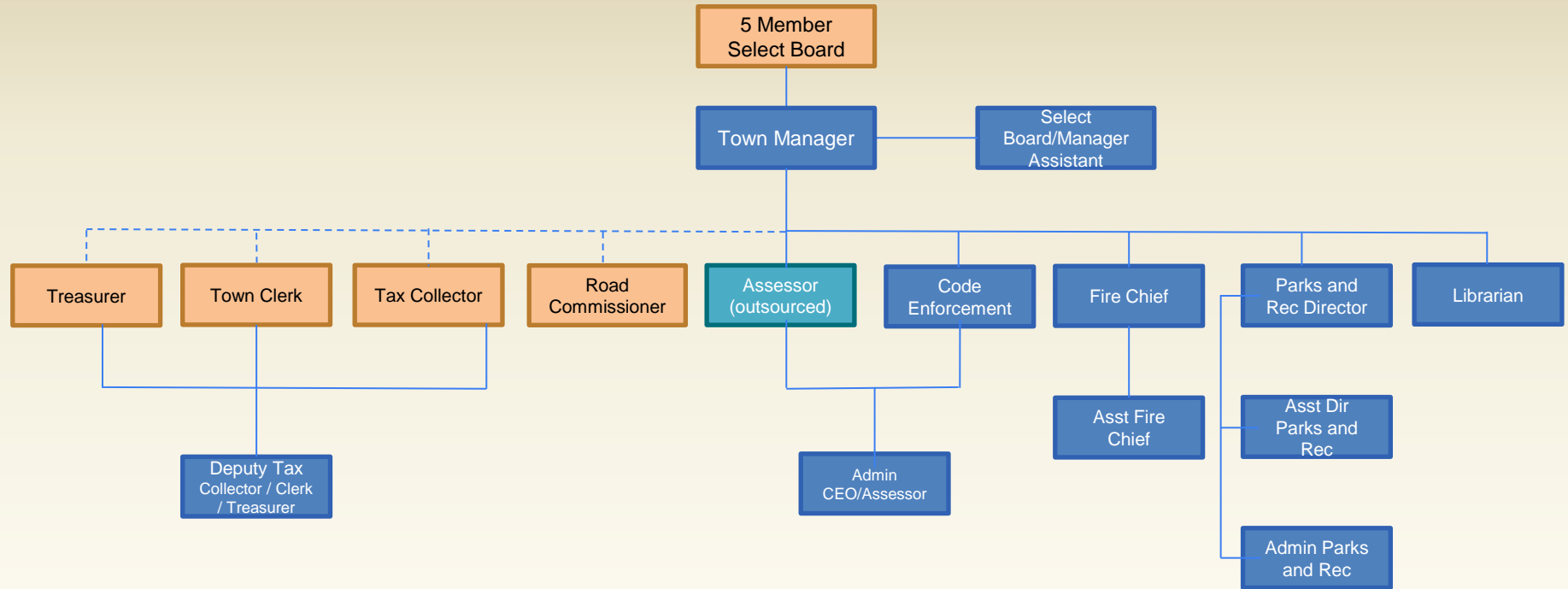
Town Manager hiring committee is formed for a July 2024 start.

Town Manager employment begins July 2025.

Five-Member Select Board additional members elected in June 2025 town meeting.

Resignation, absence and disability of the Town Manager is covered in ordinance.

Hollis Organization Town Manager/ Elected Dept. Heads



Key = Elected

Budget Analysis

- Current Three Select Board Members paid \$26.00/hr for average of 25 hrs/wk/member.
 - Select Board wages at \$101,400 (23-24)
 - Current Benefit Package for Members \$56,100
 - Overall Current Cost for Select Board \$157,500
- Five Member Select Board and Town Manager wages.
 - Town Manager Salary \$80,000-\$90,000* - with Benefits \$100,000-\$110,000
 - Select Board stipend of \$2,400/year for each member plus additional Chair stipend \$13,000*
 - Overall Cost to Town \$113,000-\$123,000

*** Stipend, Salary & Benefits to be determined by the Hiring Committee and Select Board**

Summary of Governance

Town meeting – Unchanged

- Legislative body – legislative function of adopting governmental policy.
- Levy taxes, raise and appropriate monies.
- Authorize contracting of debts.

Five Member Select Board

- Executive body.
- Interprets policies of Town and chooses course of action between Town meetings.
- Ultimate administrative responsibility as administered through the Town Manager.
- Appoints and supervises Town Manager.

Town manager

- Executes town-approved government and fiscal policies with guidance from Select Board.
- Direct responsibility for and authority over all administrative functions.
- Communications with Select Board.

