

**TOWN OF HOLLIS, MAINE  
ORDINANCE TO ESTABLISH  
A FIVE-MEMBER SELECT BOARD/TOWN MANAGER  
FORM OF GOVERNMENT**

**PURPOSE**

The purpose of this Ordinance is to define the governing structure of Hollis, Maine, identify key individuals, and describe their policy-making responsibilities.

**Section 1.1 Town Meeting**

The Town Meeting shall be the general legislative body (registered voters) of the Town of Hollis and shall determine Town policy.

**Section 1.2 The Select Board**

The Select Board shall ultimately be charged with the preservation of the health, safety, and welfare of persons and property of the Town and shall see to the enforcement of other ordinances and policies of the Town, this Ordinance, and the laws of the State of Maine. The Town Manager (hereafter called the "Manager") is the chief executive and administrative official of the town and shall be responsible for the day-to-day operations of the Town. The authority of the Manager shall be limited to that specified in this Ordinance or by the written directives of a majority vote of the Select Board, which shall be consistent with the duties of the Manager listed herein and in State law. The Select Board shall appoint a person especially qualified by education, experience, and or training, who receives a majority vote of the Select Board, to be Manager. The Manager shall report directly to the Select Board.

The Select Board shall deal with the administrative services solely through the Manager and may not give orders to any subordinates of the Manager, either publicly or privately. This does not prevent the Select Board from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or any matter relating to the welfare of the town.

**Section 1.3 Composition, Terms, Eligibility, and Compensation**

The Select Board shall be composed of five members, each of whom shall be elected by the registered voters of the Town by secret ballot to serve three-year staggered terms. At each regular municipal election, Board members shall be elected to fill those positions that have become vacant. Only registered voters of the Town shall be eligible to hold the office of Select Board member (Title 30-A MRSA 2526(3)). Select Board members shall physically reside within the limits of the Town during their term of office. A Select Board member's term of office shall end at the close of the annual Town Meeting.

On the date that the Manager assumes the duties of office, compensation for Select Board members shall transition to a monthly stipend determined by the Select Board and Finance Committee. Select Board members may be reimbursed for documented expenses such as mileage, tolls, meals, telephone expenses, and other costs incurred while serving the Town in an administrative or executive capacity. All expense requests are subject to Select Board approval.

### **Section 1.4 Powers and Duties of the Manager**

The Town Manager:

- Is the chief executive and administrative official of the town;
- Is responsible to the Select Board for the administration of all departments and offices over which the Select Board has control;
- Shall execute all laws and ordinances of the town;
- Shall serve in any office as the head of any department under the control of the Select Board when directed by the Select Board;
- Shall 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 Manager.
- Unless otherwise provided by town ordinance, shall appoint, supervise, and control all town officials whom the municipal officers are required by law to appoint, except members of boards, commissions, committees and single assessors; and appoint, supervise, and control all other officials, subordinates, and assistants, except that the Manager may delegate this authority to a department head and report all appointments to the Select Board;
- Shall act as purchasing agent for all departments, except the school department, except that the town or the Select Board may require that all purchases greater than a designated amount must be submitted to sealed bid;
- Shall attend all meetings of the Select Board, and the Manager may attend meetings when the Manager's removal is being considered;
- Shall make recommendations to the Select Board for the more efficient operation of the town;
- Shall attend all town meetings and hearings;
- Shall keep the Select Board and the residents of the town informed as to the town's financial condition;
- Shall collect data necessary to prepare the budget;
- Shall assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative, and governmental practices; and

- Has exclusive authority to remove for cause, after notice and hearing, all persons whom the Manager is authorized to appoint and report all removals to the Select Board.

### **Section 1.5 Qualifications**

The Select Board shall choose the Manager solely on the basis of executive and administrative qualifications with special reference to actual experience in, or knowledge of, the duties of the office.

- **Residency:** The Manager need not be a resident of the Town or State when appointed, but, while in office, may reside outside the Town or State only with the approval of the Select Board.
- **Prohibited offices:** The Manager may not serve as Moderator, or be a member of the Select Board, Assessor, member of the School Board, Planning Board, Board of Appeals, or Finance Committee.

### **Qualifications**

- Possess integrity, character, strong interpersonal skills, and the ability to foster a positive collaborative work environment in a civic setting.
- Experience in a leadership role within a municipality or private sector of similar scope and complexity.
- Demonstrate innovation and success in implementing significant changes within an organization.
- A four-year degree in Business or Public Administration or related field **or**
- An Associate's Degree with equivalent experience and education.
- Display appropriate oral, written, and presentation skills.
- Possess a strong background in financial, personnel, and administrative management and leadership as demonstrated in past positions.
- Demonstrate previous experience in:
  - Public policy development
  - Team development
  - Negotiation skills
  - Community leadership
  - Grant writing

### **Section 1.6 Term, compensation, removal, suspension**

**Term:** The Manager shall hold office for an indefinite term unless otherwise specified by contract.

**Compensation:** The Select Board shall determine the compensation of the Manager.

**Removal, suspension:** The Select Board may remove or suspend the Manager for cause in accordance with the following procedures: (Title 30-A MRSA 2633(3))

- The Select Board shall file a written preliminary resolution with the Town Clerk stating the specific reasons for the proposed removal. A copy of that resolution must be delivered to the Manager within ten (10) days of filing.
- Within twenty (20) days of receiving the resolution, the Manager may reply in writing and request a public hearing.
- Upon request for a public hearing, the Select Board will convene a hearing at least ten (10) days but not more than thirty (30) days after the request is filed.
- After the public hearing, or at the expiration of the time permitted the Manager to request the public hearing, if no such request is made, the Select Board may adopt or reject the resolution of removal.
- The Select Board may suspend the Manager from duty in the preliminary resolution, but the Manager's salary may not be affected until the final resolution of removal has been adopted.

### **Section 1.7 Absence or Disability of the Manager**

The Manager may designate a qualified administrative official of the town to perform the Manager's duties during a temporary absence or disability, subject to confirmation by the Select Board. If the Manager does not make this designation, the Select Board may appoint a town official to perform the Manager's duties during the absence or disability and until the Manager returns or the disability ceases.

### **Section 1.8 Initial Town Manager Selection and Hiring Committee**

The Select Board shall form a Hiring Committee (hereafter known as the "Committee"), no later than September 1, 2024, to review applications and make recommendations to the Select Board of the applicants qualified to hold the position of Manager. The Committee shall also recommend a compensation package to the Select Board based upon the qualifications of the selected candidate. The composition of the Committee shall be made up of the following:

- The members of the Select Board (3) with the Chair of the Board acting as facilitator
- Two (2) appointed Town employees (one elected and one non-elected)
- One (1) member of the Finance Committee
- Two (2) at-large residents of the Town
- One (1) member of the December 2023 commissioned Five-Member Select Board/Town Manager Ordinance Committee

The Committee may or may not utilize the services of MMA (Maine Municipal Association) or other recruiting sources to assist with the Manager search.

**Section 1.9 Transition Plan**

One year after the approval of this Ordinance (June 2025), the Select Board shall utilize the annual Town Meeting election to elect two additional Select Board members to constitute a Five-Member Select Board. One newly elected Select Board member will serve a three-year term. The other newly elected Select Board member will serve a two-year term. New members' terms will be determined by the highest popular vote, with the nominee with the highest number of votes serving the three-year term and the nominee with the second-highest number of votes serving the two-year term. The staggered three-year terms of the three current Select Board members shall remain the same.

**Section 1.10 Town Manager Succession**

After the initial Manager is hired through this transition plan, succeeding Managers will be hired by the Select Board, who may choose, but are not required to, form a committee to assist with the search for a new Manager.