



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
SPECIAL MEETING AGENDA

WEDNESDAY

NOVEMBER 2, 2016

6:00 P.M.

A. CALL TO ORDER

1. Pledge of Allegiance

B. NOMINATIONS – APPOINTMENTS –

1. Town Council confirmation of Town Manager's appointment of Tax Collector and General Assistance Administrator (with responsibilities including Motor Vehicle Agent and Deputy Town Clerk), pursuant to Town Charter Sec. 301

C. ADJOURNMENT

Town of Hampden
RECEIVED

SEP 12 2016

Office of the
Town Manager

September 12, 2016

With mixed emotions, I have decided my retirement from the Town of Hampden will be on December 22, 2016.

It has been a pleasure to serve the citizens of Hampden over the past 17 years.

Cheryl Johnson

he or she received a legal tax warrant (*Thorndike v. Camden, supra*); the municipality itself has no power, apart from statute, to control him or her in those duties or to relieve him or her in case of neglect; and, finally, the collector's liability becomes fixed, and he or she becomes personally responsible for all taxes committed to him or her in respect to which he or she has not exhausted all authority to enforce payment, after the time allotted for their collection. *Gorham v. Hall, supra*.

In sum, the collector should be bonded adequately to provide for the faithful performance of his or her duties. Faithful performance requires that the collector exhaust his or her authority within the time allotted. If this does not happen, the bond should be enforced.

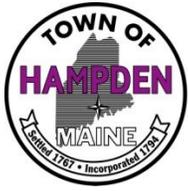
Resignation of Tax Collector

The specific instances in which a tax collector is permitted by statute to resign are found in 36 M.R.S.A. § § 763, 764, 765 and 899. Those sections have just been described and discussed under the concept of settlement. The main rule that emerges from those statutes and case law is that a collector has no legal right to resign. Although sound reasons may lead a collector to tender his or her resignation, the decision to accept it is solely up to the municipal officers. **In no case should a resignation be accepted until an accurate accounting has been made showing the taxes collected and the taxes outstanding.**

It should be noted that once a collector resigns and the resignation is accepted, no one has the legal authority to act as collector until a new collector is appointed (even on a temporary basis) and the outstanding taxes are committed to him or her for collection. Deputies of the former collector would have no authority to act until appointed as deputy by the new collector.

Recommitment

The municipal officers may recommit outstanding taxes to a new collector if the new collector is willing to accept the uncertainty of whether the amount of taxes outstanding is correct. However, the State Auditor recommends that a new collector **not** accept a recommitment unless there are reconciled balances.



TAX COLLECTOR AND GENERAL ASSISTANCE ADMINISTRATOR

JOB DESCRIPTION

Reports to: Town Manager
Supervises: N/A
Position Grade: 15

Reporting: Direct Report to Town Manager

The position of Tax Collector/G.A. Administrator involves administrative, supervisory, and specialized clerical work in addition to program operation of a highly sensitive and confidential nature according to Local, State, and Federal policies, ordinances, regulations, and laws.

Responsibilities include:

Tax Collector-

This position shall have the primary responsibility as Tax Collector for the Town of Hampden including but not limited to the following duties:

- Supervise collection of and collect taxes
- Prepare annual Tax Bills
- Set up and operate annual Tax Club Program
- Process 30-day notices, liens, foreclosures, discharges and maintain appropriate tax files
- Process abatements/supplementals as necessary
- Run monthly tax/lien reports, reconcile to General Ledger
- Assist Auditors with year-end tax information
- Maintain all Real Estate, Personal Property billing/payment records
- Assist Taxpayers/mortgage holders/Title companies with billing/payment questions, information requests and problems
- Transfer responsibility to Treasurer when taxes reach lien status. Assist Treasurer with delinquent payment arrangements and foreclosure list for Council action
- Prepare annual budget for Tax Collector

Motor Vehicle Agent-

This position shall have the primary responsibility as Motor Vehicle Agent for the Town of Hampden and shall maintain all inventory, file all reports including Rapid Renewal, and resolve questions as necessary. This position shall also have the responsibility of insuring that any and all training required for Town personnel in regard to motor vehicle registration is up-to-date, and disseminating rule change information to employees as well.

General Assistance Administrator

This position is responsible for the operation and recordkeeping of the Town General Assistance Program including but not limited to the following duties:

- Hold regular office hours
- Interview clients
- Research applications for completeness and eligibility
- Prepare/maintain documentation for client files
- Prepare information for Fair Hearings as necessary
- Prepare annual budget request for department
- Prepare monthly State General Assistance
- Reimbursement request
- Prepare monthly Council report of G.A. activity
- Serve on Local Food Cupboard Board

Deputy Town Clerk

This position shall also serve as Deputy Town Clerk and shall include but not be limited to the following duties:

- Assist with Elections, as needed
- Backup for Town Council meeting recording to cover vacations, illnesses
- Document signatures on vital record issuances in the absence of the Clerk

Other Responsibilities-

- Counter work: Assisting customers in the issuance of licenses, permits, registrations as necessary. This is a shared responsibility with other administrative personnel.
- Telephone: Assisting customers/routing calls to appropriate personnel or taking messages as necessary. This is a shared responsibility with other administrative personnel.
- Cash up: Assist with cash up of daily receipts on a rotating basis with other administrative personnel.
- Special Projects: Assist Town Manager or other staff with projects
- Cross train in Accounts Payable, cross train others in tax collection, G.A., Motor Vehicle Agent work
- Notary Public

Desired Qualifications

- Experience as a Municipal Tax Collector/Deputy Tax Collector and/or Treasurer
- Experience as a General Assistance Administrator
- Experience as a designated Motor Vehicle Agent
- Strong Customer service skills
- Computer proficiency
- Willingness to attend training as available
- Bondable

Last updated: October 4, 2016