

# **ANSON ORDINANCE TO ESTABLISH THE WORKPLACE OF THE TOWN CLERK, TREASURER AND TAX COLLECTOR**

## **I. GENERAL PROVISION**

The purpose of this ordinance shall be to establish the Town Office as the principle place of business for the administration of the Town of Anson elected officials.

## **II. POSITIONS**

A. The position of the Town Clerk shall be administered from the Anson Town Office with hours posted at the Anson Town Office with those hours being a minimum of 10 hours. All records are to be housed at the Anson Town Office.

B. The position of Treasurer shall be administered from the Anson Town Office with hours posted at the Anson Town Office with a minimum of 22.5 hours. All records being housed at the Anson Town Office.

C. The position of Tax Collector shall be administered from the Anson Town Office with a minimum of 32 hours all records being housed at the Anson Town Office.

## **III. MINIMUM/MAXIMUM HOURS**

The selectmen shall have the authority to adjust the number of minimum hours required for each position in the event the legislative body should vote to decrease the amount of compensation. If the legislative body increases the compensation then the hours can be adjusted additionally at the discretion of the selectmen.

## **IV. PENALTY**

In the event that the tax collector, treasurer or town clerk fails to comply with this ordinance, either by failing to fulfill the requirements or failing to provide a deputy to fulfill those requirements shall forfeit the office. All deputies shall be compensated from the salary of the official.

## **V. AUTHORITY**

This ordinance is adopted and enacted under MRSA 30-A Section 3001-3007 and a copy shall be kept permanently on file with the Anson Town clerk with copies available during regular business hours.

Amendments to this ordinance, except for those allowed in Section III shall be made after hearing by the Legislative body of Anson.

This ordinance shall become effective at annual town meeting, March 1996.

PUBLIC HEARING DATE: \_\_\_\_\_

TOWN MEETING ADOPTION: \_\_\_\_\_

\_\_\_\_\_  
TOWN CLERK

(SEAL)