

Town Manager

The **Town Manager** serves at the pleasure of the Town Council is the chief administrator of the town. The Town Manager is responsible to the Town Council for administering all municipal affairs placed in his charge by them, and shall have the following powers and duties:

- To appoint and suspend or remove all town officers and employees not elected by the people, and whose appointment or removal is not otherwise provided for by law, except the Town Attorney, in accordance with such general personnel rules, regulations, policies, or ordinances as the Town Council may adopt.
- To direct and supervise the administration of all departments, offices, and agencies of the town, subject to the general direction and control of the Town Council, except as otherwise provided by law.
- To attend all meetings of the Town Council and recommend any measures that he deems expedient.
- To see that all laws of the state, the town charter, and the ordinances, resolutions, and regulations of the Town Council are faithfully executed within the town.
- To prepare and submit the annual budget and capital program to the Town Council.
- To annually submit to the Town Council and make available to the public a complete report on the finances and administrative activities of the town as of the end of the fiscal year.
- To make any other reports that the Town Council may require concerning the operations of town departments, offices, and agencies subject to his direction and control.
- To perform any other duties that may be required or authorized by the Town Council.