



***TOWN OF BRUNSWICK  
FAIR HEARING AUTHORITY***

**Board Composition.**

There will be three (3) members and they can act individually if necessary to hear an appeal on a General Assistance decision.

**Terms of Office.**

The term of office is two (2) years.

**Meeting Schedule.**

No set schedule; meet as needed.

**Powers and Duties.**

When there is a written request from a general assistance applicant who is aggrieved by a decision, act, failure to act or delay in the action (by the General Assistance Administrator) concerning that person's application for general assistance, the Fair Hearing Authority must hold, within five (5) working days, a hearing to decide, based solely upon evidence adduced at the hearing, whether the applicant/appellant should be granted general assistance.

Prior to the hearing, board members receive a copy of the appellant's written record. At the hearing, testimony is heard from the appellant and the Office Manager at Human Services or their representative. After all testimony is heard, the Authority meets in private and renders a decision, in writing, based on majority vote if more than one member there or one member can make the decision, to the Office Manager. That decision may be to uphold the original denial, reverse it or remand it to the Office Manager for further action with a possible return to the Board. The appellant is given a copy of this decision.

**Staff Contact Person.**

Office Manager of Human Services – Judy Hardy Goddard (725-6661)

MINUTES OF THE TOWN COUNCIL MEETING WHERE THE FAIR HEARING AUTHORITY  
REPLACED THE WELFARE APPEALS BOARD

*July 15, 2002*

**132. The Town Council will consider abolishing the Welfare Appeals Board and appointing three persons, with the power to act individually, as the Town of Brunswick Fair Hearing Authority, and will take any appropriate action.**

Manager Gerrish said this item would disband the current Welfare Appeals Board and establish three members to act independently to hear welfare appeals. He would recommend that the date of September 1 be set up for the switch to the new process. This would allow the town to find the three members. It is his belief that some of the existing Board members will agree to be part of the new process.

To allow for enough time to appoint the committee, the effective date will be October 1, 2002.

**Councilor Randolph moved, Councilor Watson seconded, to abolish the Welfare Appeals Board and to appoint three persons, with the power to act individually, as the Town of Brunswick Fair Hearing Authority, as of October 1, 2002. The motion carried with eight (8) yeas.**