

## TOWN OF FREEPORT

MEMO TO: Peter Joseph, Town Manager  
Lynn Horr, Deputy Town Clerk  
FROM: Johanna Hanselman, GA Administrator  
SUBJECT: Appointment of a Fair Hearing Authority  
DATE: July 30, 2020

When an applicant for general assistance disagrees with a decision made by the general assistance administrator, they have the right to request a fair hearing. The hearing needs to be before an impartial higher authority who was not involved in making the decision on the request for assistance. The municipal officers need to appoint a fair hearing authority (FHA) that will determine, based on all the evidence presented at the fair hearing, whether the claimant was eligible to receive assistance at the time they applied for general assistance. The FHA is charged with the responsibility of ensuring that the general assistance is administered in accordance with the state law and local ordinance.

The General Assistance Office has received a request for a fair hearing. Three individuals have volunteered to serve on the FHA. Could you please have the Town Council appoint the following individuals to serve on the Fair Hearing Authority and to act as an impartial authority to ensure that general assistance is administered in accordance with the state law and local ordinance.

Tawni Whitney, Town Council Vice-Chair  
Sarah Lundin, Freeport Community Services Director of Programs  
Nick Adams, Codes Enforcement Officer