

CHARTER COMMISSION MINUTES

Regular Meeting, July 28, 1981, Town Hall, 8:00 pm.

Members present: Michael Hammond, Paulette Silva, James Hamilton and Frank Goodwin. Also in attendance, Dianne Holden, clerk.

Mr. Hammond was voted in as Acting Chairman.

The following reports were passed out:

Clerk: Statutes re: Fire Chiefs.

Hammond: Town Manager salary chart.

Hamilton: Proposed Charter Commission Schedule.

Goodwin: Copies of Windham's Charter.

Whereas a quorum was not in attendance, it was decided to have a workshop meeting.

It was noted that an addition to the Proposed Schedule prepared by Mr. Hamilton was corrected to include: Sept. 22nd.: Prepare Charter Draft.

Discussion of plan of action. What should be used as a basis of a starting point. Discussion of whether to work on the present form, by putting it in writing or by going thru the Charters obtained from other Towns.

Clerk to contact MMA for list of Towns that have a Charter for a Selectmen/Town Meeting form of government. Clerk then to contact such towns and obtain copies of their Charters.

Agreed that only two (2) forms of governments should be pursued:

1. Selectmen/Town Meeting.
2. Selectmen/Town Meeting/Town Manager.

Stated that a charter could be written for a Selectmen/Town Mtg. form of government with provisions for a Town Manager. Duties of officers regards of which form of government should be same.

Review of other Town's charters agreed that the following should be included: (used Windham, Ogunquit, and Sanford.

Incorporation - will decide whether to include terr. limits later.

Powers of the Town.

Intergovernmental Relations.

Town Meetings - purpose - qualifications of voters - town elections.

Discussion of Annual Elections, suggestion that it be the day before the Annual Mtg. More dicussion at a later date. Discussion of a quorum for Annual Town Meeting - to be discussed at a later date. Also discussed Ogunquit's number of 7 used for calling for a secret ballot vote could be time consuming within a meeting - felt using a minimum number good, but number should be higher. To discuss at later date.

Division of Powers to be included - decision of where to be made later.
Meeting adjourned at 10:00 pm.

Respectfully submitted,

Frank Goodwin
Secretary

Prepared by:
Dianne Holden, Clerk

PROPOSED CHARTER COMMISSION SCHEDULE

- July 28th: Assign Committees or members areas of responsibility for preparation of Charter Draft.
- Aug. 11th: Review progress of Committees.
- Aug. 25th.: Make tentative decisions on form of government and duties and responsibilities of town officers.
- Sept. 8th.: Review tentative decisions.
- Sept. 22nd: Prepare Charter Draft.*
- Oct. 13th.: Review Charter Draft.
- Oct. 27th.: Complete Preliminary Report and send to printers.
- Nov. 10th.: Preliminary Report Due - as stated in Series 1, Pg. 31; the law requires the Charter Commission to submit a Preliminary Report to the Clerk within eight (8) months of the election of the Commission. According to the enabling act, the report is to include the text of the Proposed Charter and any explanatory information deemed desirable. Sufficient copies of the report are to be available for distribution to each voter who requests one. Hold Public Hearing.
- Nov. 24th.: Start preparing the Final Report. After ten (10) months the Charter Commission is required to submit its final report to the municipal officers. The final report is to include: 1) the full text and an explanation of the proposed new charter, 2) any comments deemed desirable by the commission, 3) a written opinion by an attorney admitted to the Maine Bar that the proposed charter is not in conflict with the Constitution and general laws of the state, and any minority reports not exceeding 1,000 words.
- Dec. 8th.: Continue work on final report. Obtain attorney's written opinion.
- Dec. 22nd.: Complete work on final report and send to printers.
- Jan. 12th.: Submit final report to municipal officers.
- Feb. 14th.: Disband Commission. (The Charter Commission is required to continue in existence for thirty (30) days after submission of its final report to the municipal officers for the purpose of winding up its affairs.