

MAINE STATE LEGISLATURE

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EIGHTIETH LEGISLATURE

SENATE

NO. 55

In Senate, February 16, 1921.

Referred to Committee on Judiciary and 500 copies ordered printed. Sent down for concurrence.

L. ERNEST THORNTON, Secretary.

Presented by Senator Parent of Androscoggin.

STATE OF MAINE

IN THE YEAR OF OUR LORD ONE THOUSAND
NINE HUNDRED AND TWENTY-ONE

AN ACT to Amend the Charter of the City of Lewiston,
Relating to the Office of City Clerk.

Be it enacted by the People of the State of Maine, as follows:

Section 1. A city clerk shall be appointed annually by the
2 mayor, he shall keep a full record of the doings of the city
3 council, which record shall be subject at all times to the
4 inspection of any citizen; and he shall be sworn to the faith-
5 ful performance of his duties.

Sect. 2. The city clerk shall cause all persons appointed
2 to office by the mayor and all persons elected to office by
3 the city council, to be seasonably notified of their appoint-
4 ment or election; and the chairman of all committees, the

5 appointment of which originated in the city council, he shall
6 cause to be notified of their appointment; he shall notify
7 the mayor, each member of the city council and the chair-
8 man of committees of all meetings; he shall notify the city
9 auditor of the amounts and purposes of all appropriations.
10 He shall provide, at the expense of the city, under the ad-
11 vice of the mayor, all necessary record books, stationery,
12 printing and office supplies which may be required by the
13 city council or any of the city officers, and shall keep an
14 account thereof.

Sect. 3. He shall preserve all papers of his department
2 or of no other specifically designated department belong-
3 ing to the city in suitable files prepared for that purpose.
4 He shall, under the direction of the city auditor, cause to
5 be printed the city reports, and such other documents and
6 publications as the city council or the said auditor may
7 direct.

Sect. 4. He shall countersign and issue all permits and
2 licenses granted and signed by the mayor, municipal officers,
3 city council or any other officer or administrative board of
4 the city and preserve a record of all such permits and
5 licenses. When the city council or any officer are author-
6 ized to grant a permit or license, it shall be sufficient if it
7 bears the signature of the city clerk and recites the fact
8 that the same is granted by a vote of said city council.

Sect. 5. He shall notify the auditor, treasurer, and chair-
2 man of the committee on accounts, in writing, of all orders

3 authorizing appropriations, expenditures, assessments, ap-
4 portionments, abatement, or awards of damages, immedi-
5 ately after such orders are approved.

Sect. 6. The city clerk shall receive an annual salary of
2 eighteen hundred dollars which shall be in full compensa-
3 tion for the performance of all duties required of said clerk.
4 He may employ a chief clerk who may serve as his deputy
5 at a salary not exceeding the sum of seven hundred and
6 eighty dollars annually. The clerk shall keep books of ac-
7 counts in such form and manner as the auditor may direct.
8 The said clerk shall account monthly under oath and turn
9 over to the city treasurer all fees received by him or pay-
10 able to him by virtue of the office.

Sect. 7. He shall perform any and all other duties required
2 of city clerks by any law of the state, and any and all other
3 duties required of him by ordinance of the city council, or
4 order of the mayor.

Sect. 8. He shall be the custodian of the seal of the city.

Sect. 9. All acts and parts of acts inconsistent with this
2 act are hereby repealed.