

MAINE STATE LEGISLATURE

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DECEMBER SPECIAL SESSION

E I G H T Y - S I X T H L E G I S L A T U R E

Legislative Document

No. 40

H. P. 25

House of Representatives, Dec. 5, 1933.

Referred to Committee on Legal Affairs and 500 copies ordered printed.
Sent up for concurrence.

HARVEY R. PEASE, Clerk.

Presented by Mr. Chase of Baring.

STATE OF MAINE

IN THE YEAR OF OUR LORD NINETEEN HUNDRED AND
THIRTY-THREE

**AN ACT to Provide a Town Council and Manager Form of Government
for the Town of Baileyville, in the County of Washington.**

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

Sec. 1. Annual town meetings to be held. After the passage of this act annual town meetings shall be held in the town of Baileyville, in the county of Washington, on the 4th Monday of March in each year, and the voters shall then choose by ballot, as now provided by law, a moderator.

Sec. 2. Officers; how chosen. At such meetings the voters shall choose by ballot a member or members of the council as hereinafter provided, who shall be inhabitants of the town, a town clerk, an auditor of accounts, and a member of the superintending school committee to serve for 3 years. The present members of the superintending school committee shall serve until the expiration of their present terms, and during the balance of their respective terms of office, together with the new member or members chosen in accordance with this act, shall constitute the superintending school committee of said town until all members of said committee shall have been chosen hereunder.

At the 1st meeting held under the provisions of this act, 5 councillors shall be chosen, as follows: 2 for the term of 1 year, 2 for the term of 2

years and 1 for the term of 3 years, who shall constitute the council; and thereafter at each of said annual meetings 2 councillors shall be chosen as herein provided, each for a term of 3 years, provided however that in each 3rd year but 1 councillor shall be chosen, and provided further that any vacancy in the office of councillor, due to death, resignation or other cause, shall be filled for the period from the date such vacancy occurs to the date of the next annual meeting by the councillor or councillors remaining in office, and at such next annual meeting shall be filled by the electors for the unexpired term.

The council shall select annually a town treasurer and a tax collector; and once in 3 years a health officer, subject to the approval of the director of health as now provided by general law; and when a vacancy exists, shall select a town manager, with the duties hereinafter defined, for a term not to exceed 3 years. Except as hereinafter provided, all other necessary town officers provided by this act or now or hereafter provided under any statute or by-law shall be appointed by the town manager, subject to approval by a majority of the council. No person shall hold two offices in the town at the same time except the offices of tax collector and constable.

Sec. 3. Duties of councillors. The councillors provided for in section 2 shall serve instead of selectmen, overseers of the poor and assessors of taxes provided for by general statutes and shall have the same powers and be subject to the same duties.

Sec. 4. Officers; records. The council elected as herein provided shall meet within 24 hours after its election and shall choose by ballot 1 of its members to be chairman, and shall appoint a secretary, an affidavit of such choice of chairman with the appointment of the secretary, signed by a majority of the council, shall be recorded by the town clerk in the records of said town and thereafter records shall be kept of all the doings of said council. Said records shall be public records and shall be open at all times to the inspection of any citizen of said town.

Sec. 5. Council to act as road commissioners; powers of superintending school committee; meetings of council. Said council elected as herein provided, shall serve instead of board of road commissioners, road commissioner or road commissioners as provided for by general statutes and shall have the same powers in relation to repairs of bridges, roads and sidewalks of said town, as boards of road commissioners, road commissioner or commissioners and municipal officers have under general statutes, and be subject to the same duties in relation thereto. The superintending school committee, constituted or elected as herein provided, shall have the same powers in relation to the schools of said town as now provided by statute and shall be subject to the same duties in relation thereto.

The council shall meet once each month at such times as it may designate in its organization meeting provided for in section 4, and 3 members of said council shall constitute a quorum for the transaction of business. Special meetings of said council may be called by the chairman of said council or by a majority of all the members of said council. Notice of such special meeting shall be mailed to, served upon or left at the usual dwelling place of each councillor and the town manager, at east 24 hours before such meeting.

Sec. 6. Compensation of councillor. Each councillor shall receive \$5 per diem when actually engaged in the performance of his duty as councillor, and his actual and necessary expenses incurred in the performance of his duties outside of such meetings, these expenses to be paid by the town treasurer.

Sec. 7. Town manager. Said councillors shall by ballot by a majority vote, not later than at the 3rd regular meeting of said council, after said organization meeting, appoint a town manager, said office of town manager being hereby created, who shall not be a member of said council. Said councillors as overseers of the poor, as herein provided, may authorize the town manager, at the time of his appointment aforesaid, or at any time thereafter, to be clerk or agent for them as said overseers of the poor, to sign and send the written notices and the written answers referred to in sections 31 and 32 of chapter 33 of the revised statutes, and acts additional thereto, and amendatory thereof. Any such written notices and written answers shall have the same effect as if signed and sent by the members of the council, as overseers of the poor, themselves. Such town manager shall, on and after his appointment as aforesaid, be the superintendent of roads of said town.

Sec. 8. Collector of taxes and town manager may be same person. At any regular meeting, the council may vote to combine the officers of collector of taxes and town manager.

Sec. 9. Terms of appointive officers and boards. All appointed officers and boards shall hold office at the pleasure of the appointing power, except that of town manager and health officer, who can only be removed upon written charges and a public hearing before the council, upon the question. Previous to the date of his removal, but pending such hearing, the council may suspend them from office.

Sec. 10. Powers and duties of town manager. The town manager shall be chosen by the council solely on the basis of his executive and administrative qualifications and his technical knowledge for road construction, preference in making said appointment to be given to a duly qualified civil engineer when possible, and he shall be the administrative head of the

town government, and shall be responsible to the council for the administration of all departments of the town over which the council under this act, and the general statutes has control, and his powers and duties, where not otherwise herein provided, shall be generally as follows:

(a) To see that the laws and ordinances are enforced.

(b) To exercise control over all departments created herein or that may hereafter be created, either by general law or ordinance.

(c) To act as purchasing agent for all departments of the town, except for the school department, and to submit to competitive bids any transaction involving more than \$100 if the council so orders.

(d) To attend the meetings of the council, except when his removal is being considered, and recommend for adoption such measures as he may deem expedient.

(e) To keep the council fully advised as to the business, financial condition, and future needs of the town.

(f) To perform such other duties as may be prescribed by the council.

Sec. 11. Purchasing agent. As purchasing agent of said town, the town manager shall purchase all supplies and materials for the town and for the several departments with the exception of the school department, and shall see to the delivery of such supplies and materials to each department, and shall take and file receipts thereof, and all accounts for the purchase of supplies and materials and work performed for said town with the exception of accounts for the school department, shall bear the approval of the town manager when presented to the council for payment.

Sec. 12. Compensation of town manager. The town manager shall devote his entire time to his said office, and shall receive for his services a rate of compensation to be fixed by the council and actual and necessary expenses incurred in the performance of his duties, to be paid by the town treasurer in monthly payments on the 1st day of every month.

Sec. 13. Officers to be sworn. All town officers elected or appointed shall be sworn by the town clerk to the faithful performance of the duties of their respective offices.

Sec. 14. Compensation of officers. When not otherwise provided herein, the compensation and fees of officers of said town shall be fixed by a vote of the council.

Sec. 15. Payment of town money regulated. No money shall be paid out of the town treasury except by order issued and signed by the councillors or their representative authorized for the purpose and presented to the treasurer of said town at the time of payment.

Sec. 16. Bonds to be required. The council of said town shall require a bond with sufficient surety or sureties satisfactory to said council, from

all persons trusted with the collection, custody or disbursement of any of the moneys of the said town; and may require such bond from such officials as it may deem advisable.

Sec. 17. Repealing clause. All acts or parts of acts inconsistent herewith in so far as they relate to the town of Baileyville, in the county of Washington, are hereby repealed.

Sec. 18. Effective date. This act shall become effective for all purposes on the 4th Monday in March, 1934, and shall take effect prior to that date in so far as to authorize the present municipal officers of said town of Baileyville to issue their warrant for the regular town meeting to be held on that day in such form as shall provide for the first election of officers hereunder at that time.

Sec. 19. By-laws continued. All the by-laws and ordinances of said town of Baileyville as now in effect shall continue to be the by-laws and ordinances of the town of Baileyville until changed hereunder.