

MAINE STATE LEGISLATURE

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

Legislative Document

No. 364

H. P. 1109

House of Representatives, February 9, 1937.

Referred to Committee on Legal Affairs. Sent up for concurrence and 1,000 copies ordered printed.

HARVEY R. PEASE, Clerk.

Presented by Mr. Dow of Norway.

STATE OF MAINE

IN THE YEAR OF OUR LORD NINETEEN HUNDRED
THIRTY-SEVEN

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

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

Sec. 1. Date of town meetings. On and after the passage of this act and its adoption by the town as hereinafter provided, annual town meetings shall be held in the town of Norway, in the county of Oxford, on the 1st Monday of March in each year, and the voters shall then choose by ballot, as now provided by law, a moderator.

Sec. 2. Election of officers. At such meetings the voters shall then choose by majority vote, as hereinafter provided, 5 inhabitants of said town to be known as councillors, a town clerk, an auditor of accounts, and a member of the superintending school committee. The councillors shall select annually a town treasurer; and once in 3 years a health officer, subject to the approval of the state commissioner of health and welfare as now provided by general law, and when a vacancy exists, shall select a town manager, with duties hereinafter defined, for a term not to exceed 3 years. Said health officer shall appoint plumbing inspectors for a term of 1 year subject to the approval of said commissioner as now provided by general law. 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. At the first meeting held under this act, said councillors shall be chosen as follows: 2 for a term of 1 year, 2 for a term of 2 years, and 1 for a term of 3 years, 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 vacancies in the office of town councillor due to death, resignation or other cause shall be filled at the next annual meeting for the unexpired term.

Sec. 3. Councillors to serve ex officio as certain officers. 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, but said councillors may delegate to the town manager any of the duties vested in them by virtue of said offices, not inconsistent with general statutes. If this act becomes operative as hereinafter provided the terms of office of the members of the board of selectmen, assessors of taxes, and overseers of the poor, not at that time expired, shall terminate.

Sec. 4. Organization meeting. The councillors elected as herein provided shall meet as soon as may be after their election and shall choose by ballot one of their number 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 councillors, shall be recorded by the town clerk in the records of said town. Thereafter records shall be kept by the council of all the doings of said council, said records to be public records, and shall be open to the inspection of any citizen of said town, at the office of the council.

Sec. 5. Duties of council; school committee. Said council elected, as herein provided, shall serve instead of board of road commissioners, road commissioner or road commissioners as provided 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 present members of the superintending school committee whose terms of office have not expired shall continue to serve until the expiration of their present term of office. The 3rd member shall be chosen in the manner provided for in section 2 for a term of 3 years and annually thereafter a member of the superintending school committee shall be elected annually by the voters

for a term of 3 years. The superintending school committee, constituted or elected as herein provided, shall have the same powers in relation to 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 least 24 hours before such meeting.

Sec. 6. Compensation. Each councillor shall receive \$2.50 per diem when actually engaged in the performance of his duty as councillor, outside of regular monthly and special meetings, and his actual and necessary expenses incurred in the performance of his duties, these expenses to be paid by the town treasurer. He shall also receive \$1 for attendance at each regular and special meeting.

Sec. 7. Town manager and tax collector. Said councillors shall by majority vote as soon as may be after their organization meeting appoint a town manager, said office of town manager being hereby created, who shall not be a member of the council. The town manager so appointed shall be the collector of taxes and as such shall have the same powers as though regularly elected under the provisions of the general statute. The 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 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. Special power of council. At any regular meeting, the council may vote to combine the offices of collector of taxes and town treasurer.

Sec. 9. Terms of town officers. 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 their 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 of road construction, preference in making said appointment to be given to a duly qualified civil engineer when practicable, 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 collect the taxes committed to him in his capacity as tax collector and to collect the automobile excise tax, imposed by the general law, as well as all other moneys that may be due the town.

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

(c) To act as purchasing agent for all departments of the town, except 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. Duties as purchasing agent. As purchasing agent of the 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 the accounts of the school department, shall bear the approval of the town manager when presented to the council for payment.

Sec. 12. Salary. 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 the actual and necessary expenses incurred in the performance of his duties, to be paid by the town treasurer in monthly payments on the first day of every month. He shall maintain an office at

such place as the councillors deem advisable and shall be provided with such clerical assistance as the council may decide.

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

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. Payments from treasury limited. 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 time of payment.

Sec. 16. Bonds of officials. 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. The premiums on said bonds shall be paid by the town.

Sec. 17. Repealing clause. All acts or parts of acts and by-laws inconsistent herewith insofar as they relate to the town of Norway, in the county of Oxford, are hereby repealed. Provided, however, that this act shall not affect any of the private or special acts or resolves pertaining to the town of Norway which are not inconsistent with this act; and provided further that in all matters not covered by this act and not inconsistent therewith the general statute shall prevail.

Sec. 18. Ratification. This act shall not become operative until it shall have been ratified by the qualified voters of the town, at a special town meeting called for that purpose, an appropriate article being inserted in the call for said meeting. Said special town meeting shall be held prior to the second Monday in March 1938 and if a majority of the qualified voters of the town, present and voting, are in favor of its adoption this act shall become operative at the annual town meeting to be held on the 1st Monday in March 1938. Otherwise this act shall become null and void.