

1933

# Town Charter of Washburn, Maine

State of Maine Legislature

Follow this and additional works at: <https://digitalcommons.library.umaine.edu/towndocs>



Part of the [Public Affairs, Public Policy and Public Administration Commons](#)

---

## Repository Citation

State of Maine Legislature, "Town Charter of Washburn, Maine" (1933). *Maine Town Documents*. 7050.  
<https://digitalcommons.library.umaine.edu/towndocs/7050>

This Plan is brought to you for free and open access by DigitalCommons@UMaine. It has been accepted for inclusion in Maine Town Documents by an authorized administrator of DigitalCommons@UMaine. For more information, please contact [um.library.technical.services@maine.edu](mailto:um.library.technical.services@maine.edu).

Chapter 61  
*Private & Special Laws of 1933*  
STATE OF MAINE

IN THE YEAR OF OUR LORD NINETEEN HUNDRED THIRTY-  
THREE

S. P. 607—L. D. 949

AN ACT to Provide a Town Council and Manager Form of Government  
for the Town of Washburn, in the County of Aroostook.

*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 Washburn, in the county of Aroostook, on the 3rd 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 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 vacancies in the office of councillor, due to death, resignation or other cause, shall be filled at the next annual meeting 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.

Sec. 3. Councillors 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.

Sec. 4. Organization meeting. 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. 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 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 least 24 hours before such meeting.

Sec. 6. Compensation. 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. Special power of council. At any regular meeting, the council may vote to combine the offices of collector of taxes and town manager.

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 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. Duties as 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. 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 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. 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 the 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.

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of acts inconsistent herewith in so far as they relate to the town of Washburn, in the county of Aroostook, are hereby repealed.

Sec. 18. Ratification. This act shall not become operative until it is ratified by said town of Washburn, at an annual town meeting or at a special town meeting called for that purpose by an appropriate article inserted in the call for said meeting, prior to April 1, 1935. Voting shall be by check-list and this act when so ratified shall take effect on the 3rd Monday in March next following said ratification.

---

IN HOUSE OF REPRESENTATIVES,.....1933

Read three times and passed to be enacted.

.....Speaker

---

IN SENATE,.....1933

Read twice and passed to be enacted.

.....President

---

Approved. *March 25*.....1933

.....Governor

Frederic Flewelling opened the Annual Town Meeting on Tuesday, March 18, 2008, at 7:00 p.m. at the Washburn District High School gymnasium. Frederic Flewelling certified the vote and informed all in attendance of the results of the Municipal Election held on Monday, March 17, 2008. Approximately 15 people from the public attended the meeting.

**ARTICLE 3. Shall the Town approve the charter amendments reprinted below?**

Sec. 2. Election of Officers. (Paragraph 1—replace entire paragraph as follows:) 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, together with a member or members of the Maine School Administrative District #45 School Board. The present members of the Maine School Administrative District #45 School Board 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 the act, shall constitute the Maine School Administrative District #45 School Board of said town until all members of said committee shall have been chosen hereunder.

Sec. 2. (Paragraph 3—replace entire paragraph as follows:) The council shall select annually a town treasurer and a tax collector; a health officer; and when a vacancy exists, shall select a town manager, with the duties hereinafter defined. 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 a majority of the council. Also when necessary, a town clerk shall be appointed by the town manager, subject to a majority of the council. An auditor of the town accounts shall be selected by bid.

Sec. 4. Organization meeting. (Replace entire paragraph as follows:) 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, a vice-chairman, and a secretary. An affidavit of such choice of chairman, vice-chairman, and 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. Duties of council; (Any reference made in this section to "school committee" should be changed to Maine School Administrative District #45.)

Sec. 6. Compensation. (Replace entire paragraph as follows:) Each councillor shall receive an annual stipend, the amount to be voted on and approved at Town Meeting.

Sec. 10. Powers and duties of town manager. Subsection (c) (Replace entire paragraph as follows:) To act as a purchasing agent for all departments of the town, and to submit to competitive bids any transaction involving more than \$2,500.00 if the council so orders.

Sec. 11. Duties as purchasing agent. (Replace entire paragraph as follows:) As purchasing agent of said town, the town manager shall purchase all supplies and materials for the town and for all the departments of the town.

Sec. 12. Salary. (Replace entire paragraph as follows:) The town manager shall devote his/her entire time to his/her said office, and shall receive for his/her services a rate of compensation to be fixed by the council, and actual and necessary expenses incurred in the performance of his/her duties, to be paid by the town treasurer weekly.

**A motion was made by Timothy O'Donnell to accept Article 3 as presented; Gary Cole seconded the motion; so voted—unanimously.**