

# Hallowell, Maine Charter Commission

Amended Minutes  
January 13<sup>th</sup>, 2016  
As Approved February 10, 2016

- A.) Meeting opened by Stephen Langsdorf, Chair at 6:00 P.M.
- B.) Charter Commission Members Present:  
Eric Perry; Maureen Aucoin, Representing Ward 1; Christy Cross Representing Ward 2;  
Richard Dolby, Representing Ward 3; Robert McIntire, Representing Ward 4 and  
Scott Cowger, Representing Ward 5.

Absent: David W. Bustin Sr.

Staff present: Branden Thomas, Intern (UMA) Administrative Support

- C.) Stephen Langsdorf, Chair proceeded to outline the discussion for the evening, a review of the existing Charter of the City of Hallowell; during which the members present might gain an understanding of what the charter does to frame the responsibilities and authority established by the Charter in administering the affairs of the City of Hallowell. The discussion was to provide the members with an understanding of the scope of Charter, highlight those areas which warranted discussion in an effort to streamline the roles and responsibilities of individual municipal elected and appointed officials.

The discussion could review the cumbersome process of annual Mayoral appointments, and what could be duplicative administrative relationship of the functions within the duties of the City Manager and Mayor's role.

The open discussion permitted the members an opportunity to consider:

- the size of the City Council,
- the number of Councilors representing wards, and those representing the City at Large,
- the position of President of the City Council was discussed, and the duties by the Charter,
- the powers and duties of the Mayor, including the section authorizing the Mayor to act as City Manager,
- the reference to the School District was noted as requiring language consistent with the RSU and a desire not to complicate any controls in the charter that would confound the proper administration of the RSU,
- the section on elections was discussed, and it was noted that the City Clerk should be consulted to ensure the section would be in keeping with current election laws and regulations.
- the list of officers and boards and their appointment procedure was highlighted as an area to review,
- the appointment of personnel and their supervision by the City Manager, appeared as an area to potentially redefine.

The need to include municipal staff in the process of updating the various sections of the Charter was noted.

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The need to include the public and permit their participation early on was noted.

A need to establish a schedule and timeline was discussed for second Wednesday of the month meetings.

D.) Motion to adjourn made by Eric Perry, Seconded by Christy Cross.  
Vote: Unanimous

Respectfully,

Richard Dolby  
Secretary