

# TOWN OF SANFORD

## CHARTER COMMISSION

### MEETING MINUTES (ACCEPTED)

3rd Floor Conference Room  
Town Hall Annex

January 26, 2011

Present: Margaret Trowbridge, Becky Brink, Bradford Littlefield, Troy Henke, Gerald Gay, Judith Gibbs, Jonathan Mapes, Thomas Sevigny

Absent: None

1. Meeting called to order by Town Manager, Mark Green, at 6:03 p.m.

~Copies of the Sanford Town Charter, State Statutes, and member contact information distributed.

2. All Commission members sworn in by Deputy Town Clerk Sue Cote.

3. Bradford Littlefield requested that the Town Manager research if the Maine Municipal Association would provide free legal services for the purpose of the Charter Commission. The Town Manager agreed to do so.

**Item IV, V, VI—*Election of Officers:***

~Becky Brink nominated as Chairperson by Margaret Trowbridge, seconded by Troy Henke. No other nominations were given for Chairperson; Becky Brink elected unanimously as Chairperson. Town Manager Mark Green then turned over control of the meeting to the Chairperson.

~Jonathan Mapes nominated as Vice-Chairperson by Gerald Gay, seconded by Bradford Littlefield. No other nominations were given for Vice-Chairperson; Jonathan Mapes elected unanimously as Vice-Chairperson.

~Judith Gibbs nominated as Secretary by Bradford Littlefield. Ms. Gibbs turned down the nomination. Margaret Trowbridge nominated Troy Henke for Secretary. No other nominations were given for Secretary; Troy Henke elected unanimously as Secretary.

**Note:** Bradford Littlefield noted that a Treasurer may be needed in the future, and that the Secretary has doubled in the past as both Secretary and Treasurer. Troy Henke stated that he would be able to serve as both Secretary and Treasurer if need be.

**Item VII—*Establishing Schedule of Meetings***

~Jonathan Mapes stated he would like comments from the Commission Members as to the reasons they are serving on the Commission and any talking points regarding the Charter that they may have. A “round table” discussion ensued with all members stating issues that were important to them, relative to the Town Charter. Topics discussed were Town Meeting, structure of the Finance Committee, challenges to ordinances, and the importance of maintaining checks and balances in our town government

~Public Hearing was scheduled for Wednesday February 09, 2011 at 7:00 p.m. in the Town Council Chambers, 3<sup>rd</sup> floor Town Hall Annex.

~Future meetings through 04/13/2011 will be held bi-weekly on Wednesday evenings at 6:00 p.m. on the 3<sup>rd</sup> floor Town Hall Annex. Council Chambers or Conference Room TBD depending on availability.

~Bradford Littlefield suggested televising as many meetings as we could. Commission agreed.

**Note:** There will be no meeting on 02/23/2011 due to school vacations week. Meetings will resume on 03/02/2011 on the bi-weekly schedule.

**Item VIII, IX—*Discussion on filling vacancy of Charter Commission***

~Round table discussion of any names known to the Commission members that may be interested in being appointed to serve. Three names were stated as potential Charter Commission Members:

Laura Crockett  
Everard Horr  
Victor DiGregorio

~Margaret Trowbridge stated that an appointment should be made at this meeting pooling from the applicants who had previously submitted applications to the Town Council for appointment.

~Bradford Littlefield suggested that the Charter Commission should advertise the position and seek new applications. Mr. Littlefield made a motion to table appointing the new member until a future meeting. Motion failed.

~Margaret Trowbridge nominated Laura Crockett to fill the vacancy; Seconded by Troy Henke. Judith Gibbs nominated Everard Horr to fill the vacancy; Seconded by Gerald Gay.

~Vote was called by the Chairperson. Laura Crockett was appointed by a vote of 4-1.

**Note:** As the vacancy was from the voter elected side of the Charter Commission, only those members elected by the voters were able to vote on the appointment per State Statute.

4. Motion made by Gerald Gay, Seconded by Margaret Trowbridge to limit each meeting to no more than 2 hours if possible, with the potential for 15 minute extensions over the two hour limit by majority vote of the Commission, if necessary. Motion passed unanimously.

Also discussed, and agreed to by consensus, to be as open and transparent in disseminating information to the public as possible and to structure meeting agendas in such a way that provides clear information as to what will be discussed at that meeting.

Decorum of the meetings discussed.

5. Next meeting is the scheduled Public Hearing on Wednesday February 09, 2011 at 7:00 p.m. in the Town Council Chambers, 3<sup>rd</sup> floor Town Hall Annex.

**Item XII**—Motion made to adjourn by Gerald Gay, Seconded by Jonathan Mapes. Motion passed unanimously.

Meeting adjourned at 7:01 p.m.

Submitted,  
Troy W. Henke, Secretary  
Sanford Charter Commission