

**Town of Sanford Charter Commission
Minutes
Thursday, August 04, 2011**

1. Robert Stackpole, Chairman called the Charter Commission meeting to order at 6:08 p.m.
2. Pledge of Allegiance—Said
3. Charter Commission Members Attendance: Robert Stackpole, Chairman; Troy Henke, Secretary; Laura Crockett; Gerry Gay; Judith Gibbs; Maura Herlihy; Bradford Littlefield.
Excused: Jonathan Mapes, Vice-Chairman
Margaret Trowbridge
4. Adjustments to the agenda: None
5. Approval of Minutes: Amend the word absent to the word excused for item 3.
Moved by Bradford Littlefield: To approve the minutes as amended from the meeting on 07/28/2011.
Seconded by Gerry Gay: Motion carried 7-0
6. Communications: Judith Gibbs made copies of the Chairman’s checklist and distributed them.
7. Comments from the public for items not on the agenda: None
8. Comments from the Commissioners: The Chairman—Thanked the Town Council for their granting of the one year extension for the Commission to complete its work, and Bradford Littlefield for his role as liaison between the Commission and the Town Council.
Selection of mayor to be discussed next week.

Bradford Littlefield—Rules of procedure and conduct over the next year.
Marketing the charter. Wait for final document before being too positive or negative about it. Mayor to perhaps be called “council mayor” in the charter.

The Chairman—community forums.
9. Charter review draft Article 5 - 501, 502, 503: Previous work on sections 501-503 was reviewed.
10. Charter review Article 5 - 504, 505, 506, 508, 508.7, 509, 510, 512, 517, 517.4:
Moved by Maura Herlihy: That the language of section 504 shall read “If for any reason a vacancy shall exist in the elected membership of the Budget Committee,

the vacancy shall be filled by an appointment of a majority of the full Budget Committee. Appointments shall expire December 31 of the year of appointment”.
Seconded by Bradford Littlefield: Motion carried 7-0

Section 505.1—Moved by Maura Herlihy: To change the wording of this section To the revised wording that was read as the motion.
Seconded by Bradford Littlefield: Motion carried 7-0

Section 505.2—Moved by Maura Herlihy: To strike “ and except as required by law or this Charter, shall be in such form as the Finance Committee shall require.”
Seconded by Judith Gibbs: Motion carried 7-0

Section 505.3 a—Moved by Maura Herlihy: To leave unchanged.
Seconded by Bradford Littlefield: Motion carried 7-0

Section 505.3 b—Moved by Maura Herlihy: To leave unchanged.
Seconded by Bradford Littlefield: Motion carried 7-0

Section 505.3 c—Moved by Maura Herlihy: To leave unchanged.
Seconded by Bradford Littlefield: Motion carried 7-0

Section 505.3 d—Moved by Maura Herlihy: To strike in its entirety.
Seconded by Gerry Gay: Motion carried 6-1

Section needs revisiting to make sure that the school and town requirements are the same.

Section 506.1—Moved by Maura Herlihy: That the wording of this section shall read as the revised language read as the motion.
Seconded by Bradford Littlefield: Motion carried 7-0

Section 506.2—Moved by Maura Herlihy: To strike this section in its entirety
Seconded by Judith Gibbs:

Maura Herlihy and Judith Gibbs withdrew their motion and second.

Moved by the Chairman: To table section 506.2 for two weeks, until August 18, 2011.
Seconded by Bradford Littlefield: Motion carried 7-0

Section 507: Moved by Maura Herlihy: To leave unchanged.
Seconded by Bradford Littlefield: Motion carried 7-0

Section 508.1—Moved by Maura Herlihy: To strike in its entirety
Seconded by Judith Gibbs: Motion carried 7-0

Section 508.2—Moved by Maura Herlihy: To strike in its entirety
Seconded by Gerry Gay: Motion carried 7-0

Section 508.3—Moved by Maura Herlihy: To strike in its entirety
Seconded by Judith Gibbs: Motion carried 7-0

Section 508.4 becomes 508.1—Moved by Maura Herlihy: To adjust the terminologies of town to city, and Capital Improvement Committee to Budget Committee.

Seconded by Judith Gibbs: Motion carried 7-0

Section 508.5 becomes 508.2—Moved by Maura Herlihy: To adjust the terminologies of town to city, and Capital Improvement Committee to Budget Committee.

Seconded by Gerry Gay: Motion carried 7-0

8:06 pm.--10 minute recess per the Chairman

8:16 pm—Meeting reconvened

Section 508.6 becomes 508.3—Moved by the Secretary: That the wording of this section shall read “The city shall annually create reserves for the capital improvement program by a minimum percentage of the previous years combined city and school budgets as set forth in this section. All amounts to be placed in a capital reserve account with any and all balances at the end of any fiscal year to be retained in said account. Carryover reserves will be added to the annual appropriation for future capital improvement projects.

In the first fiscal year following the approval of the 2012 Sanford City Charter, the minimum allocation for capital improvements shall be 2.5%, and shall increase at a rate of .5% each fiscal year until the percentage has reached 4%, which shall then be the minimum percentage allocated for the capital improvement program for each subsequent city budget.

50% of the total capital improvement program budget shall be allocated for non rolling stock transportation infrastructure.

Seconded by Bradford Littlefield: Motion carried 7-0

8:26 pm—Maura Herlihy exits the meeting

Informal discussion about the selection of the Mayor

8: 37 pm—Maura Herlihy returns to the meeting

Section 508.7 becomes 508.4—Moved by the Secretary: To insert “debt reduction shall not be funded with capital improvement program funds”.

Seconded by Maura Herlihy: Motion carried 7-0

Section 509—Agreed to by consensus, no changes to the title

Section 509.1—Moved by Maura Herlihy: That the wording of this section shall read “Within fourteen (14) days after receiving the municipal and school budgets, the City Council, Budget Committee, and School Committee shall hold a joint public hearing on the proposed budgets which shall be presided over by the Chairperson of the Budget Committee. The City Manager shall post notice of the public hearing as soon as possible by publishing in one or more newspapers of general circulation in the City a notice stating:

A. The time and places where copies of the municipal and school budgets and budget messages are available for inspection by the public;

- B. The time, place and purpose of the public hearing which is to be held not less than two weeks after such publication;
- C. A statement that all residents interested in speaking on the proposed municipal and school budgets shall have an opportunity to be heard at the public hearing.
- Seconded by Maura Herlihy: Motion carried 7-0

Section 510.1—Moved by Maura Herlihy: That the wording of this section shall read “ Following the initial public hearing, the Budge Committee shall meet to consider whether to amend and what amendments to include in the proposed municipal and school budgets. The Budget Committee may meet as many times as necessary to do so provided all meetings are open to the public and should be televised when feasible. The Budget Committee is to meet as a committee of the whole.

Seconded by Gerry Gay: Motion carried 7-0

11. Preview and discussion Article 6 - Budget Referendum: Tabled per the Chairman until August 11, 2011
12. Items for the next agenda: Charter Review: Article 5 continuing; New Article 6: Voter Validation; Selection of the Mayor.
13. Set the date, time, and place of the next meeting:

Thursday
August 11, 2011
6:00 pm. – 9:00 pm.
Town Council Chambers
14. Moved by Gerry Gay: To Adjourn
Seconded by the Chairman: Motion carried 7-0

Meeting Adjourned 9:00 pm.

Submitted,

Troy W. Henke, Secretary
Sanford Charter Commission