

# **Town of Arundel Municipal Charter**

Adopted November 6, 1990  
Amended June 9, 1992  
Amended June 14, 1994  
Amended November 2, 2004  
Amended November 8, 2005  
Amended November 8, 2011  
Amended November 8, 2022

**ARUNDEL, MAINE  
MUNICIPAL CHARTER  
TABLE OF CONTENTS**

<b>Section</b>	<b>Title</b>	<b>Page</b>
	Preamble.....	3
1.0	Powers of the Town.....	5
2.0	Elected Officers.....	5
3.0	Town Meeting Moderator.....	7
4.0	Select Board Members .....	7
5.0	School Board.....	10
6.0	Town Manager.....	11
7.0	Town Clerk.....	14
8.0	Assessor.....	14
9.0	Appointed Officers.....	15
	9.1 Animal Control Officer.....	15
	9.2 Civil Emergency Preparedness Director.....	16
	9.3 Code Enforcement Officer.....	16
	9.4 Electrical Inspector.....	17
	9.5 Fire Chief.....	17
	9.6 Health Officer.....	17
	9.7 Plumbing Inspector.....	18
	9.8 Registrar of Voters.....	18
	9.9 Tax Collector.....	19
10.0	Boards and Committees.....	19
	10.1 Board of Appeals.....	20
	10.2 Board of Assessment Review.....	20
	10.3 Budget Board.....	21
	10.4 Planning Board.....	23
	10.5 Cemetery Maintenance Committee.....	23
	10.6 Comprehensive Planning Committee.....	24
	10.7 Economic Development Committee.....	24
	10.8 Recreation Committee.....	25
	10.9 Arundel Fire-Rescue Inc.....	26
11.0	Annual and Special Town Meetings.....	26
12.0	Municipal Elections and Town Meetings.....	27
13.0	Enactment of Ordinances.....	27
14.0	General Provisions.....	28
	14.1 Personal Interest.....	28
	14.2 Holding Other Office.....	29
	14.3 Recall of Elected Officials.....	29
	14.4 Forfeiture of Office.....	31
	14.5 Removal of Appointed Official or Employee.....	32
	14.6 Severability.....	32
	14.7 Amendment.....	32
	14.8 Amendment of State Statutes.....	33
	14.9 Transition Provisions.....	33
	14.10 State and Municipal Laws.....	33
	14.11 Effective Date.....	34

## **Preamble**

The voters of Arundel approved the establishment of a Charter Commission at a special town meeting in January of 1989. The purpose of the Commission was to present a new municipal charter. In April of 1989, six members were elected to serve on the Charter Commission and three were appointed by the Board of Selectmen. During the next four months, the Commission met with various state and municipal officials as well as a management consultant. Public hearings were held in an effort to gather ideas and input from the public. Many existing charters from other communities were also reviewed. The objective was to look at many possible ideas and use them as a basis for the best working charter for the Town. In August of 1989 the first rough draft was started. As prescribed by Statute, the Charter was presented to the Board of Selectmen in December of 1989. In February of 1990 the Charter was presented to the public at a public hearing. The Charter was then placed on the Warrant for the Annual Town Meeting in June of 1990, but due to an insufficient number of voters in attendance, it could not pass. The Charter was then placed on the November 1990 referendum ballot where it passed.

The Commission made every effort to be responsive to the will and suggestions of the community, while remaining creative and unbiased in their presentation of a charter for the voters to adopt. The Charter was written to provide the structure by which the Town's needs could be met. The Charter's main function is to set guidelines and expectations for elected and appointed officials to follow. The Charter also provides a means by which voters can measure local government performance and, if necessary, the means to change direction.

The Charter Commission of Arundel (1989) recommended retaining the Town Meeting form of government with a Town Manager/Administrator. The primary governing body will be retained as five Selectmen.

Henceforth, this Charter will refer to the Board of Selectmen as "the Board", the Town of Arundel as "the Town", and "Statute" will mean the Maine Revised Statutes Annotated.

The Charter Commission wishes to thank the voters of Arundel for allowing us to take part in establishing the initial Charter for the Town of Arundel. Subsequent Charter Review Committees, whose work is summarized in the addendum below, add their thanks as well. In particular, we appreciate the input of members of the community who took the time to attend our meetings and public hearings.

*Addendum:*

June 1992: Seven Charter amendments were proposed. Most were wording changes and clarifications of duties, all of which passed with a large majority of the vote. Question four, which would have changed the Town Clerk's position from elected to appointed, was narrowly defeated.

June 1994: Nine Charter amendments were proposed. Most were changes in the makeup of various boards and committees; another redefined how to better handle Write-in Candidates. All amendments passed.

November 2004: Five Charter amendments proposed. These were: to remove assessing duties from the Selectmen and add an Assessor to the Appointed Officers section; to change the Town Clerk's position from elected to appointed (effective July 2005); to remove the Charter Review Committee as a standing committee; and to create a Board of Assessment Review. The final amendment clarifies the appointed positions that may be held by elected officials. All amendments passed.

November 2011: The following Charter amendments were proposed: deletion of the Kennebunk River Committee and the Solid Waste Committee, addition of the position of Fire Chief, and the creation of an Economic Development Committee. The language for "Non-interference" re Board of Selectmen was revised and similar language was added for all boards and committees listed in the Charter. The process for recall of elected officials was rewritten to clarify that process. Descriptions of the composition and duties of the Budget Board were also clarified. The Arundel Fire-Rescue, Inc. description was amended to reflect the new town position of Fire Chief. Other, minor, proposed changes were for the purposes of clarification and/or adherence to Statute. All amendments passed.

**1.0 POWERS OF THE TOWN**

**1.1 INCORPORATION**

The inhabitants of the Town, within the territorial limits established by law, shall continue to be a body corporate and politic under the name Town of Arundel.

**1.2 FORM OF GOVERNMENT**

The form of government provided by this Charter shall be Town Meeting/Select Board/Town Manager.

**1.3 POWERS OF THE TOWN**

The Town shall have all powers possible for a municipality to have under the constitution and laws of Maine. The powers of the Town under this Charter shall be construed liberally in favor of the Town, and no mention of particular powers in the Charter shall be construed to be exclusive or as limiting in any way the general powers of the Town.

**1.4 INTERGOVERNMENTAL RELATIONS**

The Town may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any one or more states or civil divisions or agencies thereof, or of the United States or any agencies thereof to the extent permitted by law.

**2.0 ELECTED OFFICERS**

The offices to be filled by the voters will be:

- a. Town Meeting Moderator (Section 3.0)
- b. Select Board (Section 4.0)
- c. School Board (Section 5.0)
- d. Budget Board (Section 10.3)

## **2.1 ELIGIBILITY**

Any registered voter shall be eligible to hold any elective office, but a person holding one elective office shall not simultaneously hold any other elective town office. In any particular Town Election, no person shall be a candidate for more than one town office.

## **2.2 NOMINATION PROCEDURE**

Except as otherwise provided, the number of signatures of voters required to place the name of a candidate for any town office on the official ballot for use at any Town Election shall not be less than twenty-five (25) nor more than one hundred (100).

Adjustment to be made in accordance with Title 30-A M.R.S.A. Section 2528. [Amended 11/8/05]

## **2.3 ELECTION**

The annual election of town officials shall be held on the 2<sup>nd</sup> Tuesday in June each year (State Primary Election Day), in conjunction with the Annual Town Meeting, in accordance with Statute.

### **2.3.1 WRITE-IN CANDIDATES**

Write-in candidates must receive a minimum of twenty-five (25) votes to be elected. If no candidate receives twenty-five (25) write-in votes, then a vacancy shall be declared. In the event of a vacancy, write-in candidates shall be given first consideration for the open position, which office or position shall be appointed by the Town Manager and confirmed by the Select Board pursuant to Section 6.2.g of this Charter. However, in the case of the Select Board, any such vacancy shall be filled by the Select Board without Town Manager participation. [Amended 6/14/94 & 11/8/22]

## **2.4 COMPENSATION**

Elected town officials shall receive compensation as may be provided for that purpose by appropriation annually.

## **2.5 VACANCY OF OFFICE**

The office of an elected official shall be vacant upon the death,

resignation, non-acceptance or removal from office in any manner authorized by law or by this Charter. [Amended 11-8-22]

## **2.6 FORFEITURE OF OFFICE**

An elected official may forfeit their office and be subject to the recall provisions in Section 14.3 if they:

- a. lack at any time during their tenure of office, any qualifications for the office prescribed by this Charter or by law;
- b. intentionally violates any expressed prohibition of this Charter;
- c. fails to fulfill the requirements of their office, including (but not limited to) failure to attend regular meetings or actively participate in the functioning of the board or committee [Amended 11/8/05]; or
- d. are convicted of a crime or offense which is reasonably related to their ability to serve as a municipal official/officer. [Amended 11-8-22]

## **3.0 TOWN MEETING MODERATOR**

**3.1** At each Town Meeting, a Moderator shall be elected by secret ballot as prescribed by Statute.

## **4.0 SELECT BOARD MEMBERS**

### **4.1 ELIGIBILITY**

Only registered voters of the Town shall be eligible to hold the office of Select Board Member. Select Board Member shall reside in the Town.

No Select Board Member shall hold any other elected Town office, any Town position for which compensation is provided or any other full or permanent part time Town employment except for per diem positions in the Fire Department or Public Works during the term for which they are elected to the Board. No former Select Board Member shall hold any compensated Town Office or be employed in any Town Department until one (1) year after the resignation or

expiration of the term for which they were elected. No Select Board Member shall serve as a member of any other Town Board (Sections 10.1, 10.2, 10.3, and 10.4). [Amended 11/2/04, 11/8/11 and 11-8-22]

#### **4.2 COMPOSITION AND TERM OF OFFICE**

There shall be five (5) Select Board Members elected for staggered terms of three (3) years each.

#### **4.3 COMPENSATION**

Select Board Members shall be compensated at a rate adopted by the Annual Town Meeting and shall receive reasonable expenses incurred in the course of their official duties as may be approved by a majority of the Board.

#### **4.4 INDUCTION AND ORGANIZATIONAL MEETING**

The members of the newly constituted Board shall meet within seven (7) days after their election and they shall organize to the extent possible as follows:

- a. to be sworn to the faithful discharge of their duties by any person authorized by Statute to administer oaths;
- b. elect a Board Chair, Vice-chair, and Secretary; and
- c. establish time and place for regular Board meetings and give appropriate notice thereof to the public.

#### **4.5 GENERAL POWERS AND DUTIES**

The Board, as a body, shall exercise all administrative and executive powers of the Town, except as otherwise provided by this Charter or the Constitution and Laws of the State of Maine. A principal function of the Board is to establish and execute goals, policies, and strategies for the best interests of the Town. [Amended 11/8/05]

#### **4.6 MEETING PROCEDURE**

The Board shall hold regular meetings, at least once a month, at a time determined at the organizational meeting. Special meetings may be held on the call of the Chair upon no less than twelve

(12) hours notice to each member. Emergency meetings of the Board may be called at any time by the Chair or by any member of the Board. All meetings of the Board shall be open to the public, reserving to the Board the right to recess for the purpose of holding discussion in an executive session as permitted by Statute. Any final action taken by the Board shall be taken in public session. Board Members shall keep minutes of their proceedings, which minutes shall be available to the public in the Town Office. Voting shall be by a show of hands or voice vote and shall be recorded in the minutes of the Board. All binding votes shall require that the majority of the Board members present [a minimum of three (3)] vote in favor of the motion on the floor [Amended 11/8/05 & 11-8-22]

#### **4.7 NON-INTERFERENCE**

The Board or individual members of the Board, shall direct all inquiries, concerns, or complaints regarding the administration, delivery, and/or procurement of any Town or municipal services, any Town employee, Board or Committee, or individual members thereof, to the Town Manager. Neither the Board or individual members of the Board shall, either publicly or privately, instruct, order, direct, or make any demands of any Town official, officer, or employee, who is subordinate of the Town Manager regarding the delivery or procurement of Town services or with respect to their duties as a Town official, officer, or employee. [Amended 11/8/11]

#### **4.8 FILLING OF VACANCIES**

If a vacancy occurs on the Select Board when there are more than ninety (90) days remaining before the next regular Town Meeting, the remaining Board Members shall call a Special Town Meeting for election to fill such vacancy. If the vacancy occurs when less than ninety (90) days remain before the next regular Town Meeting, the Board Members may use their discretion as to whether a special Town Meeting is needed to fill such a vacancy. If at any time two or more vacancies occur at the same time on the Board, a special Town Meeting for election shall be held to fill such offices. In the event that all five (5) positions on the Board are vacant, the aforementioned Town Meeting shall be called by the Town Clerk.

#### **4.9 ENUMERATION OF RESPONSIBILITIES**

The power and duties of the Board shall include, but not be limited to the following:

- a. to oversee all activities within Town Government; [Amended 11/2/04 & 11-8-22]
- b. to provide for an annual audit pursuant to Statute;
- c. to appoint the Town Manager;
- d. to confirm appointments of Town Officials, members to the boards, committees, agencies, and positions as provided by Statute and Charter;
- e. to propose to the Town Meeting the enactment or repeal of ordinances which require approval by a Town Meeting;
- f. to adopt, amend, or repeal those ordinances, regulations, and policies as permitted by Statute, which do not require approval by a Town Meeting; [Amended 11/8/11]
- g. to provide for the granting of licenses and permits for the conduct of any business in accordance with Statute;
- h. to recommend a budget and provide an up-to-date statement of accounts for the Annual Town Meeting;
- i. to adopt purchase procedures and policy providing for the delegations of purchasing authority, within defined categories and limits;
- j. to establish a Policy defining a competitive bid process to be utilized for the acquisition of all goods and services on behalf of the Town, as approved by the Town voters. The Policy shall be regularly reviewed by the Board and the Budget Board and adjusted as needed;
- k. to obtain professional services on behalf of the Town;
- l. to enact emergency regulations and ordinances as may be permitted by Statute; and
- m. to appoint ad hoc advisory or study committees as the need may arise and to charge them with specific duties.

## **5.0 SCHOOL BOARD**

**[Amended 11/8/11 & 11-8-22]**

### **5.1 ELIGIBILITY**

Only registered voters of the Town shall be eligible to hold the office of School Board Member/Director. School Board Members/Directors shall reside in the Town.

### **5.2 TERM OF OFFICE**

School Board Members/Directors shall be elected at large for staggered terms of three (3) years each.

### **5.3 FILLING OF VACANCIES**

A vacancy on the School Board shall be filled within thirty (30) days by appointment according to Title 20-A M.R.S.A. Section 1474(3). The word "vacancy" applies also when no candidate is duly elected to fill the office. The appointed member shall serve until the next Annual Town Meeting, at which time the remainder of a vacated elected term shall be filled by election.

## **6.0 TOWN MANAGER**

### **6.1 QUALIFICATIONS**

The Town Manager shall be chosen by the Board on the basis of character and executive and administrative qualifications with special reference to actual experience in, or knowledge of, accepted practice in respect to the duties of the office hereinafter set forth.

The Town Manager must have:

- a. thorough knowledge of municipal management and community problems;
- b. thorough understanding of administrative organization, design, and evaluation;
- c. thorough knowledge of financial administration and the design of financial accounting and reporting systems;
- d. thorough knowledge of the theory and practice of public

personnel administration;

- e. thorough knowledge of municipal government programs and decision-making process;
- f. a working knowledge of State and Federal programs;
- g. the ability to communicate effectively both orally and in writing;
- h. the ability to listen to others;
- i. conflict resolution skills;
- j. the ability to direct and supervise others and to delegate;
- k. the ability to organize and use time effectively;
- l. the ability to give and accept constructive criticism;
- m. a goal-oriented approach and a self-starting drive to get things done, frequently through other people;
- n. a positive and direct approach in striving to achieve results, but must, at times, be able to motivate others to act through persuasiveness and the generation of enthusiasm; and
- o. the ability to act independently and creatively.

## **6.2 POWERS AND DUTIES**

The Town Manager shall:

- a. be the chief executive and administrative official of the Town;
- b. be responsible to the Board for administration of all departments and offices over which the Board has control;
- c. oversee the execution of all laws and ordinances of the town;
- d. serve as Treasurer and Road Commissioner and in any office as the head of any department under the control of the Board when so directed by the Board;
- e. appoint, subject to confirmation by the Board, and supervise

the heads of departments when the department is not headed by the Town Manager under Section 6.2d, above;

- f. have exclusive authority to remove, in accordance with the Town's Personnel Policy, any persons the Town Manager is authorized to appoint/hire and report all removals to the Board [Amended 11/8/05];
- g. appoint, supervise, and control all town officials whom the Town Officers are required by law to appoint, except that the Town Manager may delegate this authority to a head of a department, and report all appointments to the Board for confirmation;
- h. act as purchasing agent for all departments, except the School Department, pursuant to the Purchasing Policy of the Select Board [Amended 11-8-22]
- i. attend all regular meetings of the Board [Amended 6/9/92 and 11/8/05];
- j. make recommendations to the Board in regard to the efficient operation of the Town;
- k. keep the Board and the residents of the Town informed as to the financial condition of the Town;
- l. collect data necessary for the preparation of the budget;
- m. act as a resource, insofar as possible, for residents and taxpayers who have problems or concerns regarding community/municipal issues [Amended 11/8/05];
- n. make application for State, Federal, and other aid grants for the benefit of the Town, as approved by the Board; and
- o. perform such duties as may be prescribed by this Charter or Statute or required by the Board, not inconsistent with this Charter or Statute.

### **6.3 COMPENSATION**

The compensation of the Town Manager shall be proposed by the Budget Board and the Select Board, with the final approval at Town Meeting [Amended 11/8/22]

## **6.4 ABSENCE OF THE TOWN MANAGER**

In the event of the Town Manager's extended absence, the Board shall appoint a qualified individual to perform the duties of the Town Manager until such time as the Town Manager returns. [Amended 11/8/05]

## **6.5 REMOVAL/RESIGNATION**

In the case of resignation or removal from office, the Town Manager shall forfeit all duties and appointments held by that individual.

## **7.0 TOWN CLERK**

### **7.1 QUALIFICATIONS**

The Town Clerk shall fulfill qualifications for Maine State Certification within the first year of their appointment.

### **7.2 DUTIES**

In addition to statutory duties, the Town Clerk shall keep available in the town office minutes of all town boards and committees for public review. Each Secretary of said boards and committees shall make this information available to the clerk promptly after each meeting. The Town Clerk shall also be responsible for additional general office functions deemed appropriate by the Town Manager. [Amended 6/9/92 & 11/8/22]

### **7.3 COMPENSATION**

The compensation of the Town Clerk shall be proposed by the Town Manager and the Select Board, with the final approval at Town Meeting. [Amended 11-8-22]

### **7.4 GENERAL**

**7.4.1** The Town Clerk shall be appointed. [Amended 11/2/04]

**7.4.2** The Town Clerk's place of business shall be in the municipal offices and at times agreed upon by the Board and the Town Manager.

**7.4.3** The Town Manager shall appoint a Deputy Town Clerk and may appoint an Assistant Town Clerk from the existing office staff. The Deputy and/or Assistant will be responsible to the Town Clerk during performance of the duties for the Town Clerk. Primary responsibility of the Deputy and/or Assistant will remain, at all times, with the Town Manager. [Amended 11/8/05]

**8.0 ASSESSOR** [Amended 11/2/04]

**8.1 QUALIFICATIONS**

The Assessor shall hold or obtain a valid Maine Assessor's Certificate within one year of employment.

**8.2 DUTIES**

Appraising or assessing real and personal property for taxation within the Town, administration and maintenance of all records necessary to the administration of the assessing program.

**8.3 COMPENSATION**

The compensation of the Assessor shall be proposed by the Town Manager and the Select Board, with the final approval at Town Meeting. [Amended 11-8-22]

**9.0 APPOINTED OFFICERS/OFFICIALS**

In addition to those provided for elsewhere in this Charter, the following officers/officials shall be appointed by the Town Manager subject to confirmation by the Board. Said appointments shall be acted upon within thirty (30) days following the Annual Town Meeting. Terms of office for appointed positions shall run concurrently with the fiscal year. [Amended 6/9/92] No elected Town Officer/Official shall hold appointed office under Section 9 in the Town unless the law or ordinance creating the appointed office so requires or allows. [Amended 11/8/05]

## **9.1 ANIMAL CONTROL OFFICER**

### **9.1.1 QUALIFICATIONS**

The Animal Control Officer shall have or obtain the required State Certification as per Title 7 M.R.S.A. Section 3947. [Amended 11/8/05]

### **9.1.2 DUTIES**

The duties of the Animal Control Officer shall be according to Statute. The Animal Control Officer shall also perform such duties as may be directed by the Town Manager with the approval of the Board.

### **9.1.3 COMPENSATION**

The compensation of the Animal Control Officer shall be proposed by the Town Manager and the Select Board, with the final approval at Town Meeting [Amended 11/8/22]

## **9.2 CIVIL EMERGENCY PREPAREDNESS DIRECTOR**

### **9.2.1 QUALIFICATIONS**

The Civil Emergency Preparedness Director shall have background and training in fire fighting and/or law enforcement. [Amended 11/8/05]

### **9.2.2 DUTIES**

The duties of the Civil Emergency Preparedness Director shall be to act as liaison officer to appropriate inter-jurisdictional agencies to facilitate cooperation in the work of disaster prevention, preparedness, response, and recovery. The Director shall also perform such duties as may be directed by the Town Manager with the approval of the Board. [Amended 11/8/05]

### **9.2.3 COMPENSATION**

The compensation of the Civil Emergency Preparedness Director shall be proposed by the Town Manager and the

Select Board, with the final approval at Town Meeting.  
[Amended 11/8/22]

### **9.3 CODE ENFORCEMENT OFFICER**

#### **9.3.1 QUALIFICATIONS**

The Code Enforcement Officer shall have or obtain all the required State Certification including Building Standards, Shore Land Zoning, Land Use and Subsurface Waste Water Certification within 1 year of employment.

#### **9.3.2 DUTIES**

The duties of the Code Enforcement Officer shall be prescribed by the Ordinances of the Town, Planning Board Regulations, State Plumbing Code, and Statute.

#### **9.3.3 COMPENSATION**

The compensation of the Code Enforcement Officer shall be proposed by the Town Manager and the Select Board, with the final approval at Town Meeting [Amended 11/8/22]

### **9.4 ELECTRICAL INSPECTOR**

#### **9.4.1 QUALIFICATIONS**

The Electrical Inspector shall hold a valid Maine State Master's License or a Maine State Inspector's Certificate.

#### **9.4.2 DUTIES**

The Electrical Inspector's duties shall comply with the order of the State Electrical Inspector according to Statute and Town Ordinances.

#### **9.4.3 COMPENSATION**

The compensation of the Electrical Inspector shall be proposed by the Town Manager and the Select Board, with the final approval at Town Meeting [Amended 11-8-22]

**9.5 FIRE CHIEF** [Added 11/8/11]

**9.5.1 QUALIFICATIONS**

The Fire Chief shall be experienced in firefighting procedures and protocols, hold firefighter 1 and 2 certifications, and have experience in officer training and in the training and retention of firefighting and EMS personnel.

**9.5.2 DUTIES**

The Fire Chief will be responsible to the Town Manager for the proper administration of all departmental affairs and policies of the Arundel Fire-Rescue Department. The Chief shall also have the duties and powers outlined in 30-A M.R.S Section 3153. [Amended 11/8/22]

**9.5.3 COMPENSATION**

The compensation of the Fire Chief shall be proposed by the Town Manager and the Select Board, with the final approval at Town Meeting [Amended 11/8/22]

**9.6 HEALTH OFFICER**

**9.6.1 QUALIFICATIONS**

The Health Officer shall have background and training in Health Care. A minimum qualification of Licensed Practical Nurse (LPN) or Emergency Medical Technician – Basic is recommended. In the event no such person is available, then an appointment shall be made pursuant to Statute. [Amended 11/8/05]

**9.6.2 DUTIES**

The Health Officer shall be responsible for procedures and protocols regarding the prevention and suppression of diseases and all conditions dangerous to the public health as prescribed by Statute and Ordinances of the Town. [Amended 11/8/05]

**9.6.3 COMPENSATION**

The compensation of the Health Officer shall be proposed by the Town Manager and the Select Board, with the final approval at Town Meeting [Amended 11/8/22]

## **9.7 PLUMBING INSPECTOR**

### **9.7.1 QUALIFICATIONS**

The Plumbing Inspector shall hold a valid Maine State Inspector's Certificate.

### **9.7.2 DUTIES**

The duties of the Plumbing Inspector shall be in accordance to Statute and Ordinances of the Town.

### **9.7.3 COMPENSATION**

The compensation of the Plumbing Inspector shall be proposed by the Town Manager and the Select Board, with the final approval at Town Meeting [Amended 11/8/22]

## **9.8 REGISTRAR OF VOTERS**

### **9.8.1 QUALIFICATIONS**

The Registrar of Voters must be a citizen of the United States, a resident of the State, and at least 18 years of age. The Registrar cannot hold or be a candidate for elective State or County office or hold a membership position in any party committee. The Registrar must attend training sessions approved by the Secretary of State's office at least once every two years. (Title 21-A M.R.S.A. Section 101) The Registrar shall be familiar with all Federal and State election laws. [Amended 11/8/05]

### **9.8.2 DUTIES**

The duties of the Registrar of Voters shall be as provided for by Ordinances of the Town and by Statute.

### **9.8.3 COMPENSATION**

The Town shall provide for compensation for performance of the duties of this office, perhaps as part of another office (such as Town Clerk) and the place of business and hours of same shall be agreed upon by the Board, Town Manager, and Registrar. The compensation of the Registrar shall be proposed by the Town Manager and the Select Board, with the final approval at Town Meeting [Amended 11/8/22]

## **9.9 TAX COLLECTOR**

### **9.9.1 QUALIFICATIONS**

The Tax Collector shall seek to fulfill qualification for Maine State Certification within a three (3) year period. [Amended 11/8/05]

### **9.9.2 DUTIES**

The Tax Collector shall perform the duties prescribed by Statute. The Tax Collector shall NOT also serve as Treasurer. These two offices must be filled by two separate individuals, although the Tax Collector could also serve as Town Clerk and/or Registrar of Voters. Conversely, the Treasurer could also serve as Town Clerk and/or Registrar of Voters. The Tax Collector shall appoint at least one Deputy Tax Collector with the consent of the Board.

### **9.9.3 COMPENSATION**

The compensation of the Town Clerk shall be proposed by the Town Manager and the Select Board, with the final approval at Town Meeting. The Tax Collector's place of business shall be in the municipal offices and at times agreed upon by the Board, Town Manager, and Collector. [Amended 11/8/22]

## **10.0 BOARDS AND COMMITTEES**

Terms of office for elected/appointed positions shall run concurrently with the fiscal year. [Amended 6/9/92]

**10.0.1 NON-INTERFERENCE**

No Board, Committee, or individual members thereof shall instruct, direct, or make demand on any Town employee without first securing the consent of the Town Manager. Further, all requests for Town information or data by any Board or Committee or individual members thereof shall be directed to the Town Manager for response. [Amended 11/8/11]

**10.0.2 QUORUM**

A quorum is defined as more than half of the duly elected/appointed members of a board or committee. [Amended 11/8/22]

**10.1 BOARD OF APPEALS**

**10.1.1 QUALIFICATIONS**

Members shall have background and/or training in the responsibilities and duties of a Zoning Board of Appeals. [Amended 11/8/05]

**10.1.2 COMPOSITION**

The Board of Appeals shall consist of five (5) to seven (7) members with staggered three (3) year terms, appointed by the Town Manager with the approval of the Board. Members shall annually elect their Chairman, Vice-chairman, and Secretary. [Amended 11/8/05]

**10.1.3 DUTIES**

The duties of the Board of Appeals shall be as provided for in Title 30-A M.R.S.A. Section 2691 and Ordinances of the Town. The Chairman shall submit a written report of activities to the Municipal Officers to be included in the Annual Town Report.

**10.1.4 COMPENSATION**

The compensation of the Appeals Board members shall be proposed by the Town Manager with recommendations by the Budget Board and the Select

Board, with the final approval at Town Meeting.  
[Amended 11/8/22]

**10.2 BOARD OF ASSESSMENT REVIEW** [Amended 11/2/04 & 11/8/22]

**10.2.1 ELIGIBILITY**

Members of this board shall be registered voters of the Town, although the board may consult with outside sources as it may deem necessary.

**10.2.2 COMPOSITION**

The Board of Assessment Review shall consist of five (5) members appointed by the Town Manager with the approval of the Board for staggered three (3) year terms. Members shall annually elect a Chair, Vice-chair, and a Secretary.

**10.2.3 DUTIES**

The duties and procedures are governed by Title 30-A M.S.R.A. Section 2526 subsection 6.

**10.3 BUDGET BOARD**

**10.3.1 ELIGIBILITY**

Members of this board shall be registered voters of the Town, although the board may consult with outside sources as it may deem necessary. [Amended 6/14/94]

**10.3.2 COMPOSITION**

This Board shall consist of seven (7) members, three (3) elected and the remainder appointed by the Town Manager with approval of the Board for staggered three (3) year terms. [Amended 6/14/94, 11/8/05, 11/8/11 and 11/8/22]

### **10.3.3 DUTIES**

The Town Manager shall call a meeting of the Budget Board for an organizational meeting to elect a Chair, Vice-chair, and Secretary in a timely manner following the Annual Town Meeting. Subsequent meetings shall be called by the Budget Board Chair or at the request of the Town Manager/Select Board at the appropriate time.

The Select Board will present a budget to the Budget Board for its review at least five (5) months prior to the Annual Town Meeting.

The Budget Board:

- a. shall consider any and all financial questions for the purpose of making reports and recommendations to the Town;
- b. shall review all budget proposals submitted and make recommendations which will be included in the warrant for consideration at the annual or special Town Meeting;
- c. may ask Department Heads or organizations requesting Town funds for information at Budget Board meetings during the budget review process;
- d. may, at the discretion of the Select Board and Town Manager, review any and all purchases by the Town and may assist in any budgetary matters as requested by the Town Officers.
- e. members shall be thoroughly briefed by the Select Board, Town Manager, and Department Heads regarding the financial structure of the Town and how expenditures and proposed appropriations affect the tax rate of the Town;
- f. members should have an understanding of how the various departments operate, what equipment is used, and how it is used;

- g. members should be aware of the long-range needs for major purchases and improvements;
- h. shall meet with the Select Board, Town Manager, and Department Heads to review the proposed annual budget;
- i. shall make recommendations to the Annual Town Meeting concerning warrant articles which propose the appropriation of funds; and
- j. shall hold at least one meeting with any voters concerned with articles which are included in the warrant of the annual Town Meeting or upon the petition of voters, and which propose the appropriation of funds.

[Amended 11/8/11 & 11/8/22]

**10.3.4 VACANCIES OF OFFICE**

- a. Any vacancy on the Budget Board shall be filled within thirty (30) days by appointment. The appointed member shall serve until the next Annual Town Meeting, at which time the remainder of the vacated elected term shall be filled by election.
- b. Any appointed member shall be replaced by appointment for the remainder of the term.

**10.4 PLANNING BOARD**

**10.4.1 ELIGIBILITY**

Members of this board shall be registered voters of the Town, although the board may consult with outside sources as it deems necessary. [Amended 11/8/05]

**10.4.2 COMPOSITION**

The Planning Board shall consist of seven (7) members with staggered three (3) year terms, appointed by the Town Manager with the approval of the Board. Members shall annually elect their

Chair, Vice-chair, and Secretary. [Amended 6/14/94, 11/8/05 & 11/8/22]

**10.4.3 DUTIES**

The duties of the Planning Board shall be as provided by Statute and Ordinance of the Town. The Planning Board shall submit a written report of activities to the Municipal Officers to be included in the Annual Town Report.

**10.4.4 COMPENSATION**

The compensation of the Planning Board members shall be proposed by the Town Manager with recommendations by the Budget Board and the Select Board, with the final approval at Town Meeting. [Amended 11/8/22]

**10.5 CEMETERY MAINTENANCE COMMITTEE**

**10.5.1 COMPOSITION**

This committee shall consist of three (3) members with staggered three (3) year terms. The committee shall meet at least annually and elect from among its membership a Chair, Vice-chair, and Secretary. [Amended 11/8/22]

**10.5.2 DUTIES**

The Cemetery Committee shall be responsible for delegating, within the limits of the cemetery budget, the duties of maintaining those cemeteries in Arundel which are not already maintained. This committee shall keep records of the cemeteries and generally assist in the responsibilities of budget and upkeep.

## **10.6 COMPREHENSIVE PLANNING COMMITTEE**

### **10.6.1 ELIGIBILITY**

Members of this committee shall be registered voters of the Town, although the committee may consult with outside sources as it deems necessary. Amended 11/8/05 & 11/8/22]

### **10.6.2 TERM OF OFFICE**

Committee members shall be appointed for three (3) year terms.

### **10.6.3 DUTIES**

The committee members shall periodically fulfill those duties as prescribed by Statute.

## **10.7 ECONOMIC DEVELOPMENT COMMITTEE [Added 11/8/11]**

### **10.7.1 ELIGIBILITY**

Members of this committee shall be legal residents of the Town, operate/own a legal business in Arundel, and/or own property in Arundel.

### **10.7.2 COMPOSITION**

This committee shall consist of five (5) to eleven (11) members with staggered three (3) year terms, whose members shall be appointed by the Town Manager with the approval of the Board. The committee shall select officers in accordance with its by-laws.

### **10.7.3 PURPOSE**

The committee shall:

- a. foster the economic development of Arundel in a manner consistent with the character of the Town;
- and

- b. provide advice and guidance regarding economic development issues as they relate to the economic well-being of the Town.

## **10.8 RECREATION COMMITTEE**

### **10.8.1 ELIGIBILITY**

The members of this committee shall be registered voters of the Town, although the committee may consult with outside sources as it may deem necessary. [Amended 11/8/05]

### **10.8.2 COMPOSITION**

The Arundel Recreation Committee shall consist of five (5) members with staggered three (3) year terms and shall be appointed by the Town Manager with approval the Select Board. The Committee shall annually elect officers: Chair, Vice-chair, and Secretary according to its by-laws. [Amended 11/8/22]

### **10.8.3 PURPOSE**

The purpose of the Arundel Recreation Committee is to provide advice and support to the Recreation Department. [Amended 11/8/22]

## **11.0 ANNUAL AND SPECIAL TOWN MEETINGS**

**11.1** An annual Town Meeting shall be held on the second Tuesday of June each year. This will coincide with any State election being held. All annual and special Town Meetings shall be duly called in accordance with the provisions of the Statutes.

**11.2** A notification of any annual or special Town Meeting shall be provided to residents of the Town at least seven (7) days prior to that meeting. The warrant for the meeting will be posted at least seven (7) days prior to the meeting.  
[Amended 11/8/11 & 11/8/22]

## **12.0 MUNICIPAL ELECTIONS AND TOWN MEETINGS**

### **12.1 ELECTIONS**

Regular elections for the Board, School Board, and Budget Board, except as otherwise provided herein for the filling of vacancies, shall be held at the annual Town Meeting. Nominations for these offices shall be in accordance with the general laws of the State of Maine and this Charter.

### **12.2 CONDUCT OF MUNICIPAL ELECTIONS AND TOWN MEETINGS**

The provisions of Title 30-A M.R.S.A. Section 2528, et seq., relating to the qualifications of voters, the registration of voters, the nomination for any office, the manner of voting, the duties of elected officials, and all other particulars relative to preparation for the conducting of and the management of Town Meetings, so far as they may be applicable, shall govern all municipal elections and Town Meetings.

## **13.0 ENACTMENT OF ORDINANCES**

**13.1** The Town may enact ordinances for all purposes authorized or permitted under the Constitution of Maine and Statute, including without limitation ordinances promoting the general welfare, preventing disease, providing for the public health and safety, and restricting the use of real property by zones as provided by the Statutes.

**13.2** Proposed ordinances to be presented to the voters of the Town shall be written by or under the direction of the Board, except as provided by ordinance existing at the time of adoption of this Charter, in such fashion as they shall deem necessary and enacted by the Town in the following manner:

**13.2.1** A proposed ordinance may be brought before a Town Meeting on the Warrant, either at the direction of the Board to include it, or by petition procedures duly established by the laws of the State, and any proposed amendment to the Ordinances of the Town shall be established and enacted in accordance with the provisions for such action as the same are set forth within the Ordinances of the Town, as the same shall be amended from time to time.

- 13.2.2** One copy of the proposed ordinance shall be certified by the Board to the Town Clerk as required by Ordinances or Statute to be preserved as a public record, and copies shall be made available for distribution to the voters by the Town Clerk as well as at the time of Town Meeting.
- 13.2.3** The subject matter of the proposed ordinance shall be reduced to the question, “*Shall an ordinance entitled .....be enacted?*”; and shall be submitted to the Town Meeting for action as an article in the Warrant or as a question on a secret ballot.
- 13.2.4** To the extent authorized by Statute, the Board may, by majority vote, enact ordinances for the regulation of vehicular traffic and for the promotion of public safety on public ways as they deem necessary following proper posting in a local newspaper seven (7) days before the hearing is held.
- 13.2.5** Except as provided in Section 13.2.4, the provisions of this section shall not apply to ordinances which may be enacted by the Board.

## **14.0 GENERAL PROVISIONS**

### **14.1 PERSONAL INTEREST**

- 14.1.1** In accordance with Title 30-A M.R.S.A. Section 2605, any official or employee of the Town who has financial interest, direct or indirect, or by reason of ownership of stock in any corporation, in any contract with the Town, or in the sale of any land, material, supplies, or services to the Town or who is a contractor supplying the Town with services or material shall make known the interest and shall refrain from voting upon or otherwise participating in their capacity as an officer or employee in making such sale or the making or performing of such contract.
- 14.1.2** Any official or employee who willfully conceals such financial interest or willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit their office or position.

**14.1.3** Violation of this section, with the knowledge, expressed or implied, of the person or corporation contracting with or making a sale to the Town, shall render the contract or sale voidable by the Board.

## **14.2 HOLDING OTHER OFFICE**

Neither Select Board Members, School Board Members/Directors, the Town Clerk, nor the Assessor shall hold appointed office in the Town, listed under Section 9.0, with the exception of members of the Fire Department, unless the law or ordinance creating the appointed office so requires or allows, i.e. Sections 9.8.2 and 9.9.2. If a member of the Budget Board is also a member of another board or committee (such as the Fire Department), during Budget Board deliberations, they shall refrain from discussion and voting on matters relating to same. [Amended 11/2/04 & 11/8/22]

## **14.3 RECALL OF ELECTED OFFICIALS** [Amended 11/8/22]

Any elected official of the Town, including School Board Members/Directors, may be recalled and removed from elective office by the registered voters of the Town as herein provided. Recall is intended to be used when in the opinion of the number of voters herein specified, an elected official, acting as such, has caused a loss of confidence in that official's judgment or ability to perform the duties and responsibilities of the office.

### **14.3.1 Petitions for recall:**

The petition recall process will follow the provisions outlined below.

- a. The petition for recall must contain only signatures of registered voters of the Town, equal to at least ten percent (10%) of the number of votes cast in the last Gubernatorial election, but in all cases no less than ten (10) signatures. An election must be held to determine the recall of an elected official.
- b. The initiator of the petition shall file a notice of intention of recall, which must include the name, address, and contact information of the person filing

the notice as well as the name and position of the official subject to recall with the Town Clerk. Only a registered voter in Arundel may file a notice of intention to recall. The petition shall be addressed to those members of the Select Board having no interest in the subject matter of the petition.

- c. The petition shall also include a general statement of the reason(s) such removal is desired.
- d. If recall of more than one official is being sought there shall be a separate petition for each official whose removal is being sought.
- e. Within three (3) business days of receipt of a notice of intention to recall, the Town Clerk shall provide petition forms for the collection of signatures and send notice to the initiator of the petition that the petition forms are available. The Town may charge the initiator of the petition a reasonable fee for providing the petition forms.

Each petition form must include:

- (1) at the top of the form, the name and position of the official subject to recall, the name and contact information of the initiator of the petition, and the date by which the signatures must be submitted to the Town Clerk.
  - (2) Spaces for each voter's signature, actual street address and printed name; and
  - (3) Space at the bottom of the form for the name, address, and signature of the person circulating the form.
- f. A petition form may be circulated or signed by a registered voter of the town. A circulator of a petition form shall fill in the voter information required above and sign the form prior to submission of the form to the Town Clerk. The initiator of the petition shall collect the petition forms from all circulators and submit the signed petition forms to the Town Clerk within fourteen (14) days of receipt of notice from the Clerk that the petition forms are available. The Town Clerk may not accept a recall petition form submitted more than fourteen (14) days after sending notice of

availability to the initiator, making any voter signatures on that form invalid.

- g. Within seven (7) business days of receiving petition forms, the Town Clerk shall determine whether the petition forms meet the required criteria and certify the validity of any signatures on the petition forms. If the Town Clerk finds the number of valid signatures submitted meets or exceeds the requirements, the Clerk shall certify the petition and immediately send notification to the Select Board, the initiator of the petition, and the official subject to the recall. If the Town Clerk finds the number of valid signatures submitted does not meet the requirement for a petition, the Clerk shall file the petition and the petition forms in the Clerk's office and notify the initiator of the petition.
  
- h. Within ten (10) business days of certification of the petition, the Select Board shall schedule a recall election to determine whether the official subject to the petition should be recalled. The election must be held no less than forty-five (45) days and no more than seventy-five (75) days after the certification of the petition unless a regular municipal election is scheduled to be held within ninety (90) days of the certification of the petition, in which case the recall election must be held on the date of the regular municipal election. If the Select Board fails to schedule a recall election within ten (10) business days of certification of the recall petition, the Town Clerk shall schedule the recall election pursuant to the date requirements.
  
- i. If the official subject to recall does not resign from office within ten (10) business days of certification of the recall petition, the ballots for the recall election must be printed. A ballot for a recall election must read;  
"Do you authorize the recall of (name of official) from the position of (name the office)?  
 Yes       No
  
- j. Within two (2) business days of a recall election the Town Clerk shall certify and record the election results

and notify the Select Board of those results. If a majority of voters vote to remove the official, the recall takes effect on the date the election results are recorded pursuant to this section.

**14.3 .2**

The incumbent official shall continue to perform the duties of the office until the results of the recall election are certified. If not recalled, the official shall continue in office for the remainder of the unexpired term, subject to subsequent recall only as provided in Section 14.3.3. If recalled in the voting, the official shall be deemed removed upon the certification of the voting results.

**14.3. 3**

No recall petition shall be filed against an official within six (6) months after their election, nor, in the case of an official subjected to recall voting and not removed thereby, until at least six (6) months after that voting unless the official is convicted of a crime, the conduct of which occurred during the official's term of office.

**14.3. 4**

Any vacancy resulting from removal from office as a result of a recall vote shall be filled in accordance with the provisions contained in the Town Charter.

**14.4 FORFEITURE OF OFFICE**

An appointed official shall forfeit their office if he:

- a. lacks, at any time during their tenure of office, any eligibility or other qualifications for the office prescribed by this Charter or by law;
- b. intentionally violates any expressed prohibition of this Charter;
- c. fails to fulfill the requirements of their office, including (but not limited to) failure to attend regular meetings or actively participate in the functioning of the board or committee [Amended 11/8/05]; or

- d. are convicted of a crime or offense which is reasonably related to their ability to serve as a municipal official/officer.

#### **14.5 REMOVAL OF APPOINTED OFFICIAL OR EMPLOYEE**

- 14.5.1** Any official, department head, or employee appointed by the Town Manager may be removed by the Manager at any time after written notice pursuant to the Town's Personnel Policy. The decision of the Town Manager shall be subject to appeal to the Board, provided such official, department head, or employee submits a written notice of appeal to the Board within thirty (30) days of notification of removal. [Amended 11/8/05 & 11/8/22]

#### **14.6 SEVERABILITY** [Amended 11/8/05]

- 14.6.1** If any portion of this Charter is held invalid or unconstitutional, this decision shall not affect the validity of the remaining portions thereof. If the application of this Charter or any of its provisions to any person or circumstance is held invalid, the application of the Charter and its provisions to other persons or circumstances shall not be affected thereby.
- 14.6.2** If any provision of this Charter is held invalid by reason of any conflict with State or Federal law, the provisions of the applicable State or Federal law shall automatically become incorporated in this Charter in place of the invalid Charter provision.

#### **14.7 AMENDMENT** [Amended 11/8/05]

- 14.7.1** This Charter may be revised or amended according to Title 30-A M.R.S.A. Section 2102, 2104, and 2105.
- 14.7.2** Amendments to this Charter may be initiated, framed, and proposed:
  - a. by request of the Board to a Charter Review Committee\* to be appointed by the Board; or
  - b. by the registered voters of the Town, by petition,

containing the full text of the proposed amendment and signed by registered voters of the Town equal in number to at least twenty percent (20%) of the total number of the last gubernatorial election, or a minimum of fifty (50) signatures; or

c. by the appointed Charter Review Committee\*.

*\*NOTE: Although no standing Charter Review Committee exists within the Charter, the Home Rule Statute allows for the establishment of a Charter Review Committee in the event revisions/amendments to the Charter are requested by the voters or the Board. [Amended 11/2/04]*

A public hearing shall be held at least thirty (30) days prior to voting on the amendment(s).

## **14.8 AMENDMENT OF STATE STATUTES**

**14.8.1** Any reference herein to the Statutes of the State (M.R.S.A.) is made to those Statutes of the State in effect as of the effective date of this Charter, together with any amendments to said Statutes.

## **14.9 TRANSITION PROVISIONS**

**14.9.1 ADMINISTRATIVE OFFICERS:** All elected and appointed positions shall continue in office and in the performance of their duties until the expiration of their term, or until their successor is duly elected or appointed in accordance with the provisions of this Charter.

**14.9.2 EXISTING CONTRACTS:** All rights, actions, proceedings, prosecutions, and contracts of the Town or any of its departments, pending or unexecuted when this Charter goes into effect and not inconsistent herewith, shall be enforced, continued, or completed in all respects as though begun or executed hereunder.

**14.9.3 ORDINANCES:** All ordinances of the Town in force at the time this Charter takes effect, not inconsistent with the provisions of this Charter, shall continue in force until amended or repealed.

## **14.10 STATE AND MUNICIPAL LAWS**

**14.10.1** All Town ordinances, resolutions, orders, and regulations which are in force when this Charter becomes fully effective are repealed to the extent that they are inconsistent or interfere with the effective operation of this Charter or of ordinances or resolutions adopted pursuant thereto. To the extent that the Constitution and laws of the State permit, all laws relating to or affecting this Town or its agencies, officers, or employees which are in force when this Charter becomes fully effective are superseded to the extent that they are inconsistent or interfere with the effective operation of this Charter or of ordinances or resolutions adopted pursuant thereof.

**14.10.2** All meetings of any municipal boards or committees, whether regular, special, or emergency, shall be in accordance with Title 1 M.R.S.A. ss 406 Public Notice. [Amended 6/9/92]

## **14.11 EFFECTIVE DATE**

**14.11.1** The Charter shall be adopted at the conclusion of the Town Meeting whereat an affirmative vote for the enactment is received and shall become effective on the first day of the next succeeding municipal year, except that the new Charter provisions pertaining to elections shall take effect upon adoption.