

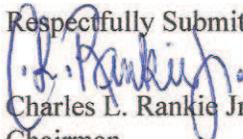
## ELIOT TOWN CHARTER COMMISSION

<i>Charles L. Rankie Jr.</i>	<i>Chairman</i>	<i>Dennis Lentz</i>	<i>Member</i>
<i>Gary Sinden</i>	<i>Vice-Chairman Member</i>	<i>John Murphy</i>	<i>Member</i>
<i>Rosanne Adams</i>	<i>Secretary</i>	<i>Maryann Place</i>	<i>Member</i>
<i>Roland Fernald</i>	<i>Member</i>	<i>Edward Strong</i>	<i>Member</i>
<i>Robert Fisher</i>	<i>Member</i>		

### MEETING AGENDA 7PM, January 6, 2014

- 1.) Review and approve the minutes of the 12-17-13 Commission meeting.
- 2.) Review the Public Notice placed in the Sentinel.
- 3.) Review the approval of a web-page on the Towns website.
  - a. Location of the web-page.
  - b. How to proceed in setting up the page.
  - c. What will be on the web page?
- 4.) Conduct a "Roundtable Discussion" of the following:
  - a. Review Attorney McEachern's 12/23/13 finding.
  - b. What will our format be for the January 11, 2014 Public Hearing?
  - c. How do we want to ask for Citizen Involvement?
  - d. How does the Commission wish to proceed?
  - e. How do we wish to conduct our review of the existing Maine Charters?
  - f. How can Public input be sustained in a productive way?
    - i. Focus Groups.
    - ii. Public Hearings.
    - iii. Assignments for interested individuals (groups).
    - iv. Other?
  - g. What is the best way to keep Eliot Citizens informed?
  - h. Will all commission members support a majority decision?
- 5.) Correct published inaccuracies that can adversely represent Commission actions.
- 6.) Review the Commissions policy relative to using Skype.
- 7.) Determine where and how Commission records will be kept.
- 8.) Public comment.
- 9.) Commission Member Roundtable.
- 10.) Schedule the next regular Commission meeting.
- 11.) Adjourn

Respectfully Submitted,

  
Charles L. Rankie Jr.  
Chairman

CC: Committee Members  
Eliot Town Clerk

---

DEC 27, 2013

ELIOT MAINE

THE SENTINEL

### TOWN CHARTER - PUBLIC HEARING

The Charter Commission of the Town of ELIOT will hold a Public Hearing on SATURDAY, JANUARY 11th at 6PM. The hearing will be held at the ELIOT TOWN HALL, 1333 State Road. The public is encouraged to come with their questions and comments for the Commission. This hearing is an important opportunity for Eliot's Citizens to express their views.

Email Usage: 73% of 10 GB

Email Search

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New Get Mail Reply Reply to All Forward Delete Move Spam Print

**CLOSE Budget Thoughts**

mainelentz

Sent By: mainelentz On: Dec 12/19/13 12:04 PM

To: Charles Rankie

Charles,

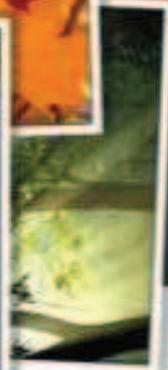
Listed are some thoughts for budget consideration:

1. Public hearings/public info sessions (including advertising) - PB uses \$200 per occurrence mostly advertising
2. Postage - (Perhaps per public info mailings?)
3. Travel Expenses/meeting place rental fees - (if travel or meeting places are required to meet with other town commissions?)
4. Office supplies - (paper/ printer ink?)
5. Consultants/legal - (assistance in decision making?)

These are just preliminary thoughts for discussion. I'm not sure without additional info from the town office as to what the town will cover relative to things like paper/postage/office supplies. The question to be asked is "whether we are on our own or do we utilize the town's current office supplies"?

Denny

# Town of Eliot, Maine



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## Welcome to our Website

This is the official website for the Town of Eliot, Maine

Whether you are a resident or considering making Eliot your home, we appreciate your visiting our website to find out more about our Town. If you are not familiar with Eliot, we are a friendly, family oriented community in Southern Maine with a population of about 6,200. Eliot offers many services to its residents, yet maintains charming small-town character. Safe neighborhoods, convenient shopping, exemplary schools, and recreational activities for all ages make Eliot a great place to live.

This website will not only acquaint you with town services, but will also provide you with information about our Municipal Boards & Committees as well as all Town Departments.

## Important Notices / Announcements

### Municipal Office & Department Holiday Schedule

Monday, January 20th - All Municipal Offices Closed in observance of  
Martin Luther King Day

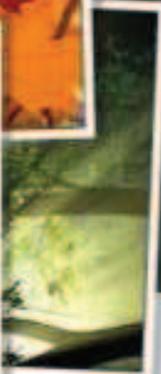
### Eliot Charter Commission To Hold Public Hearing

When: Saturday, January 11, 2014 @ 6PM

Where: Eliot Town Office

Be an informed citizen and share your thoughts about changing the future of

# Town of Eliot, Maine

## Town of Eliot Charter Commission

- [Charter Commission Organizational Meeting Agenda 12-16-13.pdf](#)
- [Charter Commission Meeting Agenda 01-06-14.pdf](#)
- [Notice of Charter Commission Public Hearing 01-11-14.pdf](#)
- [Charter Commission Public Hearing Agenda 01-11-14.pdf](#)
- [Charter Commission Agenda 01-17-14.pdf](#)

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December 23, 2013

Mr. Daniel S. Blanchette, Town Administrator  
Town of Eliot  
1333 State Road  
Eliot, ME 03903

Re: Eliot Charter Commission

Dear Dan:

You have requested a legal opinion on whether the newly formed Eliot Charter Commission is subject to the provisions of the Eliot Municipal Ordinance Governing Boards, Commissions and Committees (the "Ordinance"). For the reasons that follow, I conclude that the Charter Commission is not bound by the provisions of that Ordinance.

**30-A §2102**

The enabling authority for the creation of a municipal charter commission in Maine is found in 30-A M.R.S. §2102 *et seq.* This legislative enactment is included under the home rule provisions of state law. The statute authorizes and governs municipalities within this State in the creation of charter commissions for the purpose of the adoption of a new charter or revision or amendments to existing municipal charters.

The enabling state statute provides that the municipal officers of a town, "by order," may "provide for the establishment of a charter commission to carry out" the purposes of the statute

# McEACHERN & THORNHILL

Attorneys at Law

Mr. Daniel S. Blanchette  
Town Administrator  
Re: Eliot Charter Commission  
December 23, 2013  
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allowing the creation of the charter commission. 30-A M.R.S. §2102(1). Section 2103 of this state statute proceeds to establish the procedure for the selection and determination of charter commission members. Section 2103(2) provides that once the charter commission members are selected, the charter commission is to proceed with an organizational meeting and the election of a chairman, vice-chairman and a secretary.

Once created and so organized on the municipal level, Section 2103(3) of the statute goes on to provide:

**3. Regulations, staff. The charter commission may adopt regulations governing the conduct of its meetings and proceedings and may employ any necessary legal, research, clerical or other employees and consultants within the limits of its budget. [Emphasis added]**

## TOWN ORDINANCE

Eliot's municipal Ordinance is by its terms expressly applicable to "boards, committees and commissions of Eliot."

Section 3A. of the Ordinance provides:

Town Standing Boards - These are permanent boards authorized or required by State Statute, Eliot Ordinances, or by town Meeting. **This ordinance applies only to elected or appointed (by the Board of Selectmen) town boards.** [Emphasis added]

A review of the Town's Ordinance indicates that it governs many facets of Town boards such as membership to the various municipal boards, vacancies to boards, removal of board members, procedures for the conduct of board meetings, conflicts of interest

# McEACHERN & THORNHILL

Attorneys at Law

Mr. Daniel S. Blanchette  
Town Administrator  
Re: Eliot Charter Commission  
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of board members and several other issues governing municipal boards and the conduct of such board and their proceedings.

## CONCLUSION

The Charter Commission is a body distinct and separate from Town boards and commissions governed by Sec. 3A of the Town's Ordinance. The Charter Commission is not bound by the Ordinance and is free to "adopt [its own] regulations governing the conduct of its meetings and proceedings" permitted under 2103(3) as its duly constituted members determine to be reasonable in carrying out the Commission's purpose. (The Commission, of course, must adhere to other relevant requirements and procedures such, for example, as may be found in the Freedom of Access Act.)

Finally, while the Charter Commission is not bound by the provisions of the Town's Ordinance, when determining its governing rules and regulations, it may wish to review the Ordinance for any provisions it may find useful in carrying out its own purpose, although it is not bound to do so.

Should you have any further questions, please let me know.

Very truly yours,



Duncan A. McEachern

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Towns looked at (64): Arundel, Auburn, Augusta, Bangor, Bar Harbor, Belfast, Biddeford, Brewer, Bucksport (appendix A to Town Code), Buxton, Camden, Cape Elizabeth, Chelsea, Clinton, Cumberland, Damariscotta, Denmark, Dexter, Dover-Foxcroft, Eastport, Ellsworth, Fairfield, Falmouth, Freeport, Frye Island, Glenburn, Goldsboro, Gray, Hallowell, Hermon, Holden, Houlton, Kennebunk, Kittery, Lincoln, Lincolnville, Lisbon, Lubec, Lyman, Milford (draft), Mt. Desert, North Yarmouth, Oakland, Ogunquit, Old Orchard Beach, Old Town, Orrington, Poland, Portland, Rockport, Rumford, Saco, Scarborough, South Berwick, Sanford/Springvale, St. George, Veazie, Waterboro, Wells, Windham, Winterport, Winthrop, Yarmouth, York.

---

**RE: File cabinet**

**From :** Dan Blanchette <dblanchette@eliotme.org>

**Subject :** RE: File cabinet

**To :** heaton lodge <heaton.lodge@comcast.net>

Mon, Dec 30, 2013 10:15 AM

No.

---

**From:** heaton.lodge@comcast.net [mailto:heaton.lodge@comcast.net]

**Sent:** Friday, December 27, 2013 2:47 PM

**To:** Dan Blanchette

**Cc:** rma249

**Subject:** File cabinet

Dan

Is there a locking file cabinet available @ Town Hall for the Charter Commission?

clr

---

# RE: Att Carol - for Eliot

**From :** ads@theweeklysentinel.com

**Subject :** RE: Att Carol - for Eliot

**To :** heaton lodge <heaton.lodge@comcast.net>

Thu, Dec 19, 2013 05:24 PM

 1 attachment

Hello

Please see attached rate sheet for regular ads. Legal ads are \$12 per column inch (example: business card size is considered a 2 columns x 2 inches which is 4 column inches = \$48 per issue). Please call or e-mail if additional information is needed.

Thank you

Carol Brennan  
207-646-8448

[ads@theweeklysentinel.com](mailto:ads@theweeklysentinel.com)

---

----- Original Message -----

**Subject:** Att Carol - for Eliot

**From:** [heaton.lodge@comcast.net](mailto:heaton.lodge@comcast.net)

**Date:** Tue, December 17, 2013 12:35 pm

**To:** [ads@theweeklysentinel.com](mailto:ads@theweeklysentinel.com)

**Cc:** Rosanne Adams <[rma249@yahoo.com](mailto:rma249@yahoo.com)>

Carol

As agreed I am sending this note to you so that you can send to me a schedule of costs for advertising in your paper.

Additionally, thank you for sharing that the Town of Wells also uses your paper. Mr. Carter is a friend of Eliot and we can call him for advice if needed.

C. L. Rankie



**RATE CARD 2009.doc**

1 MB

# RATE CARD

"Reporting only the news

you want to read"



## SERVING

*Elliot, Kittery, Kittery Point, York, South Berwick, Berwick, North Berwick, Lebanon, Ogunquit, Wells, Cape Neddick, Moody,*

*Kennebunk, Kennebunkport & Arundel*

*Reaching over 90,000 readers weekly.*

## OPEN RATE

\$12.00 per column inch

Retail contracts may be signed for up to one (1) year

4 times within a 90 day period ... \$11.00 per col. inch

1-6 months contract ... \$10.00 per col. inch

6 mos. - 1 year contract ... \$9.00 per col. inch

## CLASSIFIED RATE

\$1.25 per line (5 line min.) • Boxed: Additional cost. Call for details.

## GENERAL INFORMATION

• Rate Policy: Rates and conditions subject to change with 30 day written notice.

• Errors/Omissions: In the event of a typographical error, the Sentinel will run the ad over correctly assuming no liability beyond that financially or otherwise.

• Color Charges: Process color ... Additional \$300. Color cost may be shared by multiple ads on same page. Half price repeat rates apply.

• Sending Files: PDF's with fonts embedded are preferred.

• Discounts: Clients may take a two percent (2%) cash discount if the invoice is paid within 10 days of the billing date as long as there are no balances carried over from previous statements.

• Deadline: Material must be in by noon on the Monday prior to publication.

• Please send ads to: [ads@theweeklysentinel.com](mailto:ads@theweeklysentinel.com)

• Call 207-384-5500 or 207-646-8448 or 1-877-646-8448

• FAX: 207-646-8477

# **Charter Commission Agenda and Public hearing notice.**

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**From :** heaton lodge <heaton.lodge@comcast.net>

Tue, Dec 31, 2013 12:36 AM

**Subject :** Charter Commission Agenda and Public hearing notice.

 2 attachments

**To :** Wendy Rawski <wrawski@eliotme.org>

**Cc :** Patricia Levesque <palevesque5@comcast.net>, palevesque@eliotme.org

**Bcc :** Charles Rankie <heaton.lodge@comcast.net>

Please see the attached.

Thank You,  
Lr

---

 **Charter Commission 1-6-14 agenda.pdf**

284 KB

 **EliotTown-2x2-122713.pdf**

46 KB