

CHAPTER 2. ADMINISTRATION

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Article 2.1 Definitions

For the purposes of this Chapter, definitions of terms shall be as provided for in Maine Statutes, Title 30A, Section 2001 (see Appendix A).

Article 2.2 Municipality as a Body Corporate

The residents of the Town of Rangeley are a body corporate, which may sue and be sued, appoint attorneys, and adopt a seal. See Title 30-A, M.R.S.A., Section 2002.

Article 2.3 Nonstatutory Municipal Functions

In addition to those offices and departments required by general law, the Town of Rangeley may provide under its home rule authority for the performance of any other municipal function per Title 30-A, M.R.S.A., Section 2003.

Article 2.4 Municipal Officials

- .1 Appointment and term of officials; generally
See Title 30-A, M.R.S.A., Section 2601
- .2 Appointment of Code Enforcement Officers
See Title 30-A, M.R.S.A., Section 2601-A
- .3 Vacancy in Municipal Office
See Title 30-A, M.R.S.A., Section 2602
- .4 Deputy Officials
See Title 30-A, M.R.S.A., Section 2603
- .5 Conflicts of Interest
See Title 30-A, M.R.S.A., Section 2605
- .6 Prohibited Appointments
See Title 30-A, M.R.S.A., Section 2606

- .7 Neglect of official duty
See Title 30-A, M.R.S.A., Section 2607

Article 2.5 Town Manager Plan

- .1 Town Manager Plan
See Title 30-A, M.R.S.A., Section 2631
- .2 Qualifications of Town Manager
See Title 30-A, M.R.S.A., Section 2632
- .3 Term, compensation, removal, suspension
See Title 30-A, M.R.S.A., Section 2633
- .4 Absence or disability of Town Manager
See Title 30-A, M.R.S.A., Section 2634
- .5 Board of Selectman/Town Manager
See Title 30-A, M.R.S.A., Section 2635
- .6 Powers and Duties of Town Manager
See Title 30-A, M.R.S.A., Section 2636
- .7 Transitional Provisions
See Title 30-A, M.R.S.A., Section 2637
- .8 Regional cooperation
See Title 30-A, M.R.S.A., Section 2638

Article 2.6 Municipal Clerks

- .1 Bond
See Title 30-A, M.R.S.A., Section 2651
- .2 Fee Schedule
See Title 30-A, M.R.S.A., Section 2652
- .3 Expenses
See Title 30-A, M.R.S.A., Section 2653
- .4 Assistant Clerks
See Title 30-A, M.R.S.A., Section 2654

Article 2.7 Law Enforcement Officers

- .1 Police Officers
See Title 30-A, M.R.S.A., Section 2671

- .2 Special Police Officers
See Title 30-A, M.R.S.A., Section 2672
- .3 Constables
See Title 30-A, M.R.S.A., Section 2673
- .4 Aid to other Municipalities
See Title 30-A, M.R.S.A., Section 2674
- .5 Wearing of uniform or badges; labor disputes
See Title 30-A, M.R.S.A., Section 2675
- .6 Interstate Police Assistance
See Title 30-A, M.R.S.A., Section 2676

Article 2.8 Health Insurance; retired employee

See Title 30-A, M.R.S.A., Section 2677

Article 2.9 Board of Appeals

See Title 30-A, M.R.S.A., Section 2691

Article 2.10 Municipal Employment

- .1 Employee probation periods
See Title 30-A, M.R.S.A., Section 2701
- .2 Personnel records
See Title 30-A, M.R.S.A., Section 2702
- .3 Residency requirement; ordinances and collective bargaining
See Title 30-A, M.R.S.A., Section 2703
- .4 Mandatory retirement age prohibited
See Title 30-A, M.R.S.A., Section 2704

Article 2.11 Ordinances

- .1 Ordinance Powers
See Title 30-A, M.R.S.A., Section 3001
- .2 Enactment Procedure
See Title 30-A, M.R.S.A., Section 3002
- .3 Adoption of Codes by Reference
See Title 30-A, M.R.S.A., Section 3003

- .4 Revision, codification and publication
See Title 30-A, M.R.S.A., Section 3004
- .5 Ordinances available
See Title 30-A, M.R.S.A., Section 3005
- .6 Proof of ordinances
See Title 30-A, M.R.S.A., Section 3006
- .7 Specific Ordinance provisions
See Title 30-A, M.R.S.A., Section 3007
- .8 Cable TV ordinances
See Title 30-A, M.R.S.A., Section 3008
- .9 Authority of Municipal Officers to enact ordinances
See Title 30-A, M.R.S.A., Section 3009
- .10 Consumer rights and protection
See Title 30-A, M.R.S.A., Section 3010
- .11 Regulation of sport shooting ranges
See Title 30-A, M.R.S.A., Section 3011
- .12 Radio antenna towers; construction in conformance with federal requirements
See Title 30-A, M.R.S.A., Section 3012
- .13 Abatement of nuisances
See Title 30-A, M.R.S.A., Section 3104

Article 2.12 Abatement of Nuisances

See Title 30-A, M.R.S.A., Section 3104

Article 2.13 Town Budget

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| .1 | <u>Fiscal year</u> | .2 | <u>The budget</u> |
| .3 | <u>Calendar for budget preparation</u> | .4 | <u>Budget approval</u> |
| .5 | <u>Membership of budget committee</u> | .6 | <u>Town Treasurer</u> |
| .7 | <u>Lapsed appropriations</u> | .8 | <u>Capital improvement program</u> |
| .9 | <u>Effective date and severability</u> | | |

.1 Fiscal Year

The fiscal year shall commence on July 1 and end on June 30.

.2 The Budget

.1 When required

At the Annual Town Meeting and each Special Town Meeting for which the warrant calls for action on appropriations, a complete budget shall be presented so that the voters can determine the impact of proposed appropriations on the total expenditures for the town. In the case of a Special Town Meeting, it shall not be required that the entire budget process of section 2.12.3 below be followed, but a complete budget shall be presented; new or changed items for appropriation shall be shown and the effect of the changes on the totals shall also be shown. The “amended” budget resulting from this process is solely for informational purposes. Only appropriation articles will be up for vote, not the entire budget as amended.

.2 Budget Preparation

The budget shall show all of the items and be in the form shown below in Section 2.5. The Board of Selectman shall be responsible for preparation of a recommended budget with respect to all revenue and expenditure items for categories I-IX. The School Committee shall be responsible for preparation of a recommended budget for all revenue expenditure items for categories X-XI. See section 2.13.3 for calendar and procedure for initiation and review.

.3 Budget Content

The budget shall contain, but not be limited to:

- .1 A statement of the Town’s current financial condition.
- .2 An estimate of all non-property-tax revenues to be received.
- .3 An estimate of all lapsed appropriations.
- .4 Recommended expenditures for each item.
- .5 A statement with respect to the purposes of each expenditure item.
- .6 An estimate of the county tax and any other amounts required by law to be raised by the property tax levy.
- .7 An estimate of the tax levy required.

Each line of the budget shall show in parallel columns the proposed revenues and expenditures and comparisons with revenues and expenditures of the preceding fiscal year. Significant increases or decreases shall be explained.

Each Roman Numeral item for categories I to VI, VII, and IX shall be a cost category. Each capital letter item for category VII shall be a cost category. “Cost category” in this context shall mean that the expenditure for the category shall not exceed the appropriated amount, except as provided in Section 2.13.7.2

.4 Categories

Revenue categories shall be as follows:

- .1 General Property Taxes
- .2 Excise Taxes
- .3 Licenses and Permits
- .4 Fines and Penalties
- .5 Charges for Services
- .6 Intergovernmental Revenues (includes state revenue sharing)
- .7 Investment Income
- .8 Special Projects
- .9 Miscellaneous Revenues

Expenditure Cost Categories shall be as follows:

- I. General Government
- II. Public Safety
- III. Public Works
- IV. Health and Welfare
- V. Recreation
- VI. Debt Service
- VII. Education
- VIII. Transfers
- IX. Contingency

.5 Budget Format

The budget shall have the following format. The format is shown as a guide to the minimum amount of detail required. Roman numeral items I-IX and all items under VII shall always be included. Officials preparing budgets may include more detail or, except as provided in this paragraph, change or move items from one category to another.

I. General Government

- A. Legislation
- B. Town Clerk
- C. Administration
- D. Assessor
- E. Financial Administration
- F. Planning
- G. Building - Town Hall

- II. Public Safety
 - A. Police Department
 - B. Fire Department
 - C. Animal Control
 - D. Emergency Medical Services
- III. Health and Welfare
 - A. Health Services
 - B. General Assistance
- IV. Public Works
 - A. Highways
 - B. Sanitary Sewers
 - C. Solid Waste
 - D. Airport
- V. Recreation/Culture
- VI. Debt Service
 - A. Principal
 - B. Interest
- VII. Education
 - A. Student Instruction
 - Instruction
 - Guidance
 - Special Education
 - B. Administration
 - Superintendent's Office
 - Principal's Office
 - School Committee
 - C. Student Services and Physical Plant
 - Health
 - Library
 - Co-Curricular
 - School Lunch
 - Transportation
 - Operation of Plant

D. Debt Service

VIII. Transfers

IX. Contingencies

.3 Calendar for Budget Preparation for Annual Town Meeting

- .1 Town Manager's recommended budget shall be submitted to the Board of Selectmen and Budget Committee not later than March 1.
- .2 Board of Selectman and Budget Committee shall review the recommendations of the Town Manager and shall make changes as it deems appropriate. They may ask for the appearance of other officials, for the purpose of inquiring into any aspect of the recommended appropriations. The Budget Committee shall submit its own final recommendations to the Board of Selectman not later than May 20.
- .3 School Committee's recommended budget shall be submitted to the Budget Committee and Selectman not later than April 1.
- .4 Budget Committee shall review the recommended budgets. It shall meet with the Board of Selectmen and the School Committee at least once prior to May 15, and may ask for the appearance of other officials for the purpose of inquiring into any aspect of the recommended appropriations. It shall submit its own final recommendations to the Board of Selectmen not later than May 20.
5. Board of Selectmen, School Committee, and Budget Committee shall each conduct as least one public hearing during the preparation of their recommended budgets.
6. Board of Selectmen and School Committee may, by appropriate vote, modify their recommended budgets prior to May 20.

.4 Budget Approval

- .1 Preparation of the Warrant
 - .1 For expenditure categories I - VI, VIII, and IX, there shall be included within the warrant for the Annual Town Meeting, or for any Special Town Meeting called for appropriation purposes, a separate appropriation article for each cost category. The recommendations of the Board of Selectmen and of the Budget Committee shall be shown under each article.

- .2 For each of the expenditure categories VII, there shall be included within the warrant for the Annual Town Meeting, or for any Special Town Meeting called for appropriation purposes, an article for authorization for the School Committee to expend the amounts approved by such town meeting. There shall also be included with the warrant such articles as may be necessary to comply with the laws of the State of Maine with respect to appropriating and raising funds for the operation of schools. The recommendations of the School Committee and the Budget Committee shall be shown under each article.
- .3 The Board of Selectmen may include within the warrant for the Annual Town Meeting, or for any Special Town Meeting called for appropriation purposes, one or more articles authorizing that specific amounts of non-property-tax revenues and unexpended balances (surplus), from designated sources, be applied to specific appropriations or to the total of appropriations and that the property tax commitment be reduced accordingly. Such transfers are permitted only by authorization of the Town Meeting.

.2 Annual Town Meeting

- .1 The Annual Town Meeting shall be held prior to the third Sunday of June.
- .2 The adoption of the appropriation articles by the Annual Town Meeting shall constitute adoption of the budget for the fiscal year unless modified by adoption of subsequent appropriation articles at a Special Town Meeting.
- .3 After the adoption of the budget at the Annual Town Meeting, the total amount of all appropriations, less all non-property-tax revenues and unexpended balances authorized to be applied, plus other amounts required by law shall constitute a determination of the amount to be raised by the property tax levy during the current year.

.5 Membership of the Budget Committee

The Budget Committee shall be composed of seven members elected at the town meeting. Members shall be elected for a term of three years. Three members shall be elected in one year, two members shall be elected in each of the following two years, then the rotation shall start anew. In the case of a vacancy, the selectman shall appoint a member to serve until the next Annual Town Meeting to finish the unexpired term

.6 Town Treasurer

.1 Records and Reports

The Treasurer shall keep all books and accounts in accordance with generally accepted accounting practices and consistent with the provisions of this chapter. The Treasurer will have a certain set of duties with respect to expenditure categories I - IV, VIII, and IX, and a different set of duties with respect to expenditure category VII.

For expenditure categories I - IV, VIII, and IX

All original books and accounts shall be kept in the Town Office at all times and shall be available for inspection by the Town Manager and the Board of Selectmen at all times. The Treasurer shall provide the Board of Selectmen a monthly report showing actual expenditures compared to appropriations for each cost category or in such additional detail as the Board of Selectmen may direct.

For expenditure category VII

The Treasurer shall keep books and accounts in the town office for the purpose of recording revenues and expenditures. The original copies of these documents shall be kept in the town office at all times. The School Committee shall cause to be kept in the school superintendent's office a set of books and accounts with the details of budget, revenue, and expenditures that will comply with the requirements of the State of Maine and enable the orderly operation of the school and the adult education program. The Superintendent shall provide the school committee with a monthly report showing actual expenditures compared to appropriations in such detail as the School Committee may direct.

.2 Warrant for Expenditures

The Treasurer shall make disbursements only upon receipt of a written warrant signed by a majority of the Board of Selectman, specifying the payee, the amount, the purpose of the expenditure and the account to be charged.

.7 Lapsed Appropriations; Transfer among Cost Categories

.1 Lapse of appropriations

All appropriations, except as specifically provided herein, and except as provided by state law with respect to school accounts, shall lapse at the

.2 Transfers among line items

The Board of Selectmen and/or the School Committee shall not approve total expenditures for any cost category to exceed the amount appropriated by the Town Meeting except as provided in this section. For expenditure categories I - VI, VIII, and IX, the Board of Selectmen, or for expenditure category VII, the School Committee, may, by majority vote of the members, increase or decrease by up to 10% any cost category, so long as the total of all appropriations for which it has authority is not exceeded, and may make transfers of unencumbered appropriation balances among line items to implement the changes.

.8 Capital Improvement Program

.1 Capital Expenditure Account

There is established a separate lapsing account, the proceeds of which shall be used exclusively for specified Capital Expenditures of over \$500. These accounts are for expenditures planned during the current fiscal year and shall be appropriated by vote at the Town Meeting.

.2 Capital Reserve Account

There is established a separate non-lapsing account, the proceeds of which shall be used exclusively for specified capital expenditures including real property. The account may be the repository for funds for one or more purposes and the records of the revenues and expenditures shall be kept separate for each purpose. The account shall be funded by appropriations approved by vote of the Town Meeting, by donations and by other sources. All accrued interest shall be credited to the account and spread proportionally to the various purposes. Disbursement from the account may be made only upon specific appropriation approved by vote of the Town Meeting.

.9 Effective Date and Severability

.1 Effective Date

This Chapter shall become effective upon a majority vote at a town meeting. Adoption of this Chapter shall repeal all provisions of previous ordinances that may be in conflict with this Chapter.

.2 Validity and Severability

Should any section or provision of this chapter be declared by any court to be invalid, such decision shall not invalidate any other section or provision.

Attest: True Copy: Proposed changes to the Budget Ordinance, at a Special Town Meeting, May 21, 1992, Town of Rangeley, Maine.

Article 2.14 Equal Employment Opportunity Policy Statement

Adopted 10/03/01

The Board of Selectmen of Rangeley, Maine declares its intent that the Town will pursue a policy of non-discrimination in personnel practices, including: recruiting, hiring, opportunities for transfer and promotion, conditions or privileges of employment, as well as compensation and benefits. Such practices or procedures shall not favor or penalize any person because of race, creed, color, sex, marital status, national origin, age or physical handicap where these are not found to be bona fide occupational qualifications.

The Town recognizes its responsibility to enhance the purposes set forth in the Maine Human Rights Act as well as federal statutes, which may apply as a result of its federal grant activities.

Article 2.15 Fair Housing Resolution

Adopted by the Board of Selectmen on 10/03/01

LET IT BE KNOWN TO ALL PERSONS of the Town of Rangeley that discrimination in the sale, rental, leasing or financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, religion, sex, handicap, familial status, or national origin is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law). It is the policy of the Town of Rangeley to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, handicap, familial status or national origin. Therefore, the Town does hereby the following resolution:

BE IT RESOLVED that within available recourses the Town will assist all persons who feel they have been discriminated against because of race, color, religion, sex, handicap, familial status or national origin to seek equity under federal and state laws by filing a complaint with the Maine Human Rights Commission or the U.S. Department of Housing and Urban Development, Boston Regional Office Compliance Division.

agreement to provide funds that will directly result in the demolition of low-moderate income dwelling units or the conversion of low-moderate income dwelling units, the Town of Rangeley will make public and submit the following information in writing to the State:

- .1 A description of the proposed assisted activity:
- .2 The location on a map and the number of dwelling units by size that will be demolished or converted to a use other than for low-moderate income dwelling units as a direct result of the assisted activity;

- .3 A time schedule for the commencement and completion of the demolition or conversion;
- .4 The source of funding and a time schedule for the provision of replacement dwelling units;
- .5 The basis for concluding that each replacement dwelling unit will remain a low-moderate income dwelling unit for at least 10 years from the date of initial occupancy.
- .6 Information demonstrating that any proposed replacement dwelling units with smaller dwelling units is consistent with the housing needs of low-moderate income households in the jurisdiction.

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act, the Town of Rangeley will take all possible actions within its power to minimize the displacement of persons from their homes.

.3 Assistance to Persons Displaced

The Town of Rangeley shall provide relocation assistance and payments as required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 or the Housing and Community Development Act of 1974, as amended. Section 104(d) for residents displaced as a result of CDBG funded activities. All displaced residents who are eligible for other housing programs will be helped through that agency's process. In addition, Town staff shall provide housing counseling and referral services to assist those displaced to find alternative housing in the neighborhood.

.4 Definitions

Displaced Persons: Any person (family, individual, business, nonprofit organization or farm operation) that moves from real property, or moves personal property from real property, permanently and involuntarily, as a direct result of rehabilitation, demolition, or acquisition (privately undertaken or public) for HUD-assisted program/project.

.5 Agency Responsibility

The Town of Rangeley Community Development Department shall be responsible for implementation of this plan as well as ensuring compliance with applicable federal and state law and regulations. The Town of Rangeley will identify and designate a relocation officer to perform functions concerning this plan.

Adopted: 10/03/01