

# Waterboro Charter Review Commission

## Minutes

January 16, 2012

Present: Chairman: Todd Abbott, Dianne Holden, Douglas Foglio, Sr., Dwayne Woodsome, James Carll and Steve Ross Absent: Scott Ohman and Willis Lord

**Call to Order:** 7:10 PM

**Correspondence:** Acknowledgement of e-mail from Dave Lowe, IT Mgr.  
re: website questionnaire

**New Business:**

**Approval of December 5, 2011 Minutes:** Dwayne made the motion to accept as written. Steve seconded. Voted, passed.

**Questionnaire on Town website:** Dave Lowe was unable to attend due to a prior commitment. All agreed to have Todd work with Dave formulate the questionnaire.

**Draft New Charter:** Agreed to set the target date of June 18, 2012 to have final draft completed. Discussion. Final wording to have Board of Selectmen overseers with Administrator having the authority. Discussed the revised proposed administrative chart of Oct. 17, 2011. Administrator will be Town Clerk, Tax Collector and Treasurer under the Administrative/Finance Team column those positions would be Deputies. Motor Vehicle and General Assistance will be determined later. Agreed that all Committees/Boards will report to the Administrator and it will be the Administrator's responsibility to carry out votes taken at town meetings. Members are to review Gray's Charter prior to the next meeting.

**Other Business:** Agreed to meet on January 30, 2012 at 7 PM.

**Adjournment:** Meeting adjourned at 8:40 PM. Motioned by Doug, seconded by Jim. Voted, passed.

Respectfully submitted,

Dianne Holden, Committee Secretary

**Approved January 30, 2012**