

Waterboro Charter Review Commission

Minutes

February 21, 2011

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

Guests: Selectmen Dennis Abbott, Selectmen Gordon Littlefield and Nancy Brandt, Town Administrator

Call to Order: 7:05 PM

Correspondence: E-mail from Clint Andrews, Transfer Station Manager

New Business:

Round Table Discussion with Board of Selectmen and Town Administrator: Discussion included: Planning Board, by State Law, controls zoning; Group Committees together; Quorum for Town Meeting, noting that the municipal election is the beginning of the meeting, therefore currently 25 have to be in attendance to open polls for voting; Add Board of Selectmen Vice Chairman; Budgetary Referendum balloting – noted that Hollis has a minimum amount set for which articles get put on the ballot; Special Meetings may need less than the mandated 7 days notice to hold; Town Clerk, Tax Collector and Treasurer under Collective Bargaining Agreement, and are not Dept. Heads. Simplify wording, with Attorney's help, on hiring, firing as current process could take 6-8 months and position is paid during that time; Current Department Heads are – Parks & Rec, Library, Fire, IT, Transfer Station and Road Commissioner; Define and add structural components of Dept. Heads under Town Administrator; Section 403 – TA Compensation – address that they may enter into multiple year agreement/contract; Article 6 – Hiring Panel, has conflicting wording between 5 & 6. suggests 2 members Board of Selectmen, 2 from the general public and the Town Administrator; Section 603 – delete; Change to 'Hiring' section – general hiring would be done by Dept. Head and Town Adm.; Should CEO be a Dept. Head?; Need to define Depts. that work for Town under Town Adm. that are not in current Charter. Library, Fire, Transfer Station etc. Also some wording on existing and potential, ie: Finance Dept.; Benefits of going to a Public Works Director; Road Commissioner needs to be addressed, spelling out duties, no accountability currently; Road Review Committee should not be a budgetary committee, but advisory only; Charter Review Commission, BoS & TA need to look at Town 'policies' to see if some should be included in Charter, ie: Recall of Elected Officials; BoS attendance of 70% of regularly held meetings vs. receiving pay; CIP vs. long range planning and budget with Dept. Heads, based on 'life expectancy'. Warrant Committee vs. Finance Committee; Town Planner's duties; Need for facilities Manager.

Approval of February 7, 2011 Minutes: Dwayne made the motion to accept as written. Dianne seconded. Voted, passed.

Review of current Charter: Agreed to move discussion to next meeting.

Next meeting: March 7, 2011 at 7 pm.

Agenda Items: Review of current Charter – Beginning with Article 4

Adjournment: Meeting adjourned at 9:00 PM. Motioned by Jim, seconded by Dwayne.
Voted, passed.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Dianne Holden".

Dianne Holden
Committee Secretary