

# Waterboro Charter Review Commission

## Minutes

March 21, 2011

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

**Call to Order:** 7:05 PM

**Correspondence:** E-mail from Doug in regards to regular and alternate members to the Planning Board.

### **New Business:**

**Approval of March 7, 2011 Minutes:** Steve made the motion to accept as written. Jim seconded. Voted, passed.

**Review of Current Charter - Beginning with Article 5, Road Review Committee:**  
Discussed Road Review Committee and noted that some felt the Road Commissioner should not be a member. Zoning Board of Appeals is governed by State Law. Need to add Transfer Station/Recycling Committee. Assessing Board of Review add 'to review appeals of property tax valuation'. Fair Hearing Committee add 'to review General Assistance complaints'. Delete Public Safety Committee. Add Conservation Committee as it was felt it should be in existence. Third paragraph from bottom of Article 5: Each Board shall elect a Chairman from its own membership. A recording/correspondence Secretary may be elected from the membership of the Board, or provided by the Town. Delete 'and shall adopt by-laws to govern itself, subject to approval by the Selectmen'. Suggestion that all current terms end and new terms be created upon adoption of the updated Charter.

**Discussion of Public Works Department:** A hired PW Superintendent would report to the Administrator. The PW Supt. would oversee road work and the transfer station, including equipment for both. The Supt. would have to meet qualifications and within 1 year of hire obtain all necessary licenses needed. This position would interact with the Road Review and Transfer Station/Recycling Committees. Discussion on whether a Maintenance Department, for Town Buildings (including all Fire Department bldgs), would also be included under PW or would be directly under the Administrator. For the present, Fire Dept. equipment maintenance would continue under the Dept. In Charter, it should state that the PW Supt. is to keep all records pertinent to work and inventory for all work done on roads and at the Transfer Station.

Noted that Town Planner has to be added to the Charter.

**Next meeting:** April 4, 2011 at 7 pm.

Agenda Items: Continue Review of current Charter, starting Article 6 – Hiring Panel

**Adjournment:** Meeting adjourned at 9:00 PM. Motioned by Steve, seconded by Doug.  
Voted, passed.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dianne Holden".

Dianne Holden  
Committee Secretary