

WATERBORO CHARTER COMMISSION

Organizational Meeting - April 7, 1981

Present were James Hamilton, Frank Goodwin, Daniel Willett, James Carll, Wade Junkins and Michael Hammond, elected members; Robert Newton, Stephani Hutchinson and Robert Fay, appointed members.

All members were sworn in by Deputy Town Clerk, Jean Chick.

Frank Goodwin was elected Secretary/Treasurer and Chairperson Pro-tem. It was agreed to have a rotating Chairpersonship for the present.

Bill Livingood, Atty for Maine Municipal, will attend a meeting to help the Commission organize.

Stephani Hutchinson made the motion that regular meetings would be held on the 2nd. & 4th. Tuesdays of each month from 8 pm until 10 pm. Special meetings will be held as necessary. Daniel Willett seconded. Voted, passed.

Mr. Goodwin will look into obtaining the Charter Guide series published by the Bureau of Public Administration at the University of Maine, Orono for all the members. He will also try to obtain a guide for Charter Commissions by Robert J. M. O'Hare.

Daniel Willett was elected Chairperson Pro-tem for the next meeting.

Meeting adjourned.

Respectfully submitted,

James Carll
Frank Goodwin
Frank Goodwin
Secretary

Approved by:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CHARTER COMMISSION

Minutes, regular meeting, April 16, 1981, 8:00 pm., Municipal Office Building.

Members present: Stephani Hutchinson, Michael Hammond, James Hamilton, Frank Goodwin, Robert Fay, Wade Junkins, James Carll, Robert Newton, and Chmn. Daniel Willett. Invited guest speaker was Atty. William Livengood of Maine Municipal Association.

GUEST SPEAKER: Atty. Livengood outlined the time schedule set by the Statutes that a Charter Commission has to follow:

1. Within 30 days of vote at Town Meeting to establish Charter Commission, an organizational meeting is to be held.
2. Commission to hold Public Hearing(s) to gather information as to form of government, etc. preferred by Townspeople. Also suggested to have a meeting with the current staff.
3. 9 months after election, the Preliminary Report has to be completed, which includes a draft text of the Charter.
4. A legal review with an Attorney's Certification has to be done before the Final Report and has to be printed in the report.
5. 3 months after the Preliminary Report (12 mos. after election) the final report has to be done. The Final Report has to be completed at least 30 days prior to the election it is to be voted on.

The time frame of the Charter are maximum limits, meaning it can be done in less time. However, the Municipal Officers can extend the total time to 24 months if necessary. The same members continue thru the completion of the Charter.

Atty. Livengood attended in advisory capacity only and not to make any recommendations relative to type of Charter or any of its provisions. He further pointed out that any legal advice relative to the provisions of the Charter must be obtained from an attorney retained by the Commission for such purposes. Furthermore, the Final Report must include a certification by him that the provisions of the Charter are not in conflict with State Law. In connection with this he said that the Commission will have to ask the Town for more money.

Different types of governments discussed were:

1. Board of Selectmen/Town Meeting/Administrative Asst. - This form would most likely give the Selectmen more power than they currently have. The Town Meeting would remain the legislative body; the Selectmen would basically be the executive and administrative power with the Administrative Assistant doing the daily duties of the Selectmen.
2. Council (or Selectmen)/Town Meeting/Manager - The Council would be the legislative body with the Town Meeting being the budget authority. The Manager would be appointed by the Council; usually has the authority to hire, fire and supervise and control other municipal employees; duties can also include Town Clerk/Tax Collector/Treasurer, but not Assessor.
3. Statutory Town Manager Plan in the statutes doesn't need to go through the Charter process to be implemented, needs to be adopted

60 days before the annual meeting. This plan has distinct divisions of legislative, budget and administration functions, however, the Manager cannot be the Assessor.

Many things could be included in a Charter, for example:

1. Spell out how the Selectmen will do certain things:
 - A. Purchasing policies, including set limitations.
 - B. Preparation of budget.
 - C. Adopting of ordinances.
 - D. In general, give more legislative power to the Board or Council.
2. Have a recall provision which would make elected officials quite responsive.
3. Name which positions are elected and which are appointed and terms of office of each.

In reply to a question as to whether or not the Charter could regulate the Tax Assessors and the S.A.D., Atty. Livengood said that these were governed by State Law and were untouchable as far as a Municipality is concerned.

Atty. Livengood cautioned not to include too much in a Charter due to the complicated process of changing it.

Atty. Livengood passed out several booklet relating to the different forms of government for the members review. He will forward copies of Charters of several different forms of governments adopted within the State of Maine. He also announced that if anyone had any questions, he could be reached at 1-800-452-8786.

MINUTES: The minutes of the April 7, 1981 meeting were approved as written.

OLD BUSINESS: Dianne Holden will act as Clerk for the Commission.

NEW BUSINESS: Robert Fay nominated Daniel Willett chairman for the next meeting to be held April 28, 1981. Wade Junkins seconded. Voted, passed.

Meeting adjourned at 10:00 pm.

Respectfully submitted,



Frank Goodwin, Secretary

Prepared by:

Dianne Holden, Clerk

CHARTER COMMISSION

Minutes, regular meeting, April 28, 1981, 8:00 pm, Municipal Office Building.

Members present: Chmn. Daniel Willett, Frank Goodwin, Michael Hammond and Robert Fay. Also attending, Dianne Holden, Clerk.

No business could be conducted due to the lack of a quorum.

Whereas a hearing has to be held for information gathering within 30 days of the organizational meeting, it was decided to have the Clerk poll the members for their approval of May 12, 1981 at 8:00 pm. Mr. Goodwin will prepare the news releases and public hearing notices.

Several members have expressed interest in resigning from the Commission. It was suggested to the Selectmen that anyone resigning should do so in writing. It was noted by the Chairman that the elected members could be replaced by the Commission with the Selectmen replacing those appointed. The Commission requested that the Selectmen advertise for replacements as soon as they receive any resignation in writing in order to fill any vacancies as soon as possible.

Respectfully submitted,



Frank Goodwin, Secretary

Prepared by:

Dianne Holden, Clerk

WATERBORO CHARTER COMMISSION

Public Hearing - May 12, 1981 - 8:00 pm - Waterboro Town Hall

Members present: James Hamilton, Frank Goodwin, Robert Fay, Chmn. Daniel Willett, Michael Hammond and Robert Newton. Also in attendance was Clerk, Dianne Holden and an audience of ten (10) taxpayers.

Discussion weighted the pros and cons of Full-time Selectmen and Administrative Assistant. The term 'Town Manager' seemed to be ruled out. The consensus seemed to be that a Full-time Selectmen was favorable; with 7 of the 10 polled leaning in this direction. 2 felt they preferred an Administrative Assistant with 1 feeling that the present government is alright for the time being.

Regular Meeting - 9:35 pm.

James Hamilton made the motion that Daniel Willett be permanent Chairman. Robert Newton seconded. Voted, passed.

Two (2) resignations have been received. (Stephani Hutchinson an appointed member and James Carll an elected member.) Selectmen Fay noted that news releases have been sent to the newspapers noting vacancies on the Commission. Selectmen Fay will take care of notifying Mrs. Hutchinson and Mr. Carll that their resignations are accepted, with regrets.

Frank Goodwin noted that as yet he has been unsuccessful in obtaining the booklets on Charter Commissions as he had been instructed to do. Discussion of the set of booklets published by the University of Maine re: their cost of \$6.00 per set. Two members, Hamilton and Hammond have purchased their own, which the Commission agreed to reimburse them for the cost. Before ordering any more sets, Chmn. Willett will look into obtaining some more free sets.

Selectmen Fay volunteered to do a study on the Full-time Selectmen form of governments established in Maine.

The next regular meeting will be held on May 26th. at 8:00 pm, at which time the Commission will meet with the Town Clerk/Tax Collector, the Board of Selectmen and, time permitting, representatives of the Planning Board to discuss job descriptions, problems, etc.

Meeting adjourned 10:00 pm.

Respectfully submitted.

Frank Goodwin

Frank Goodwin, Secretary *llh.*

Prepared by:
Dianne Holden, Clerk

WATERBORO CHARTER COMMISSION

Regular Meeting, May 26, 1981, 8:00 pm, Municipal Office Bldg.

Members present were: Robert Newton, Frank Goodwin, Robert Fay, Michael Hammond and James Hamilton. Also attending, Dianne Holden, Clerk.

Michael Hammond was elected Acting Chairman for the meeting.

Reported that Paul Willinhanz, Thomas Cole and Daniel Casey have requested that their names be considered for the vacancies on the Commission. The Commission will discuss the vacancies with the Selectmen when they arrive later in the meeting.

James Hamilton made the motion to accept the May 12, 1981 minutes as written. Robert Newton seconded. Voted, Passed.

Dianne Holden, Town Clerk/Tax Collector/Treasurer was present to discuss and answer any questions in regards to the job. She presented a job description that had been accepted by the Board of Selectmen in 1977 when the job was put into a salaried position. It was noted that Registrar of Voters should also be included in the job description. It was stated that the possibility of doing new vehicle registrations and transfers of same is being looked into. Possibly the expense ledger that was traditionally been done by the Selectmen's Office should be under the Treasurer and also that a personnel policy is needed by the Town.

Other members of the

The/Board of Selectmen (John Monteith and Andrew Woodsome, Jr.) joined the meeting. They felt that a charter is needed to have guidelines, spell out authority, etc. for the Town in writing. They didn't feel that an Administrative Assistant would be kept busy 40 hours unless taking on some of the office worker's duties. They felt that the Selectmen and Assessors should be two separate boards. They felt that a quorum should be set up for Town Meetings due to the poor attendance, especially at Special Town Meetings. Asked whether they felt a larger board with delegation of workload should be considered, they answered no as the feeling was too large a board is an unworkable board.

Due to the time (10:30 PM), it was asked whether the Selectmen could join the board another time to continue the discussion. The Selectmen stated that Tuesday evenings are bad for them due to other meetings scheduled. Secretary Goodwin will discuss a date for a special meeting with the Selectmen and notify the members of the Commission. It was also requested that the office worker, Mrs. Chick be in attendance so that the Commission could get an overview of her duties.

The vacancies on the Commission was discussed. The Selectmen will make their decision on replacing the appointed vacancy and will let the Commission know as soon as possible. Therefore, the Commission will await the Selectmen's decision before making any appointments.

Meeting adjourned at 10:25 pm

Respectfully submitted,

Frank A. Goodwin

Frank Goodwin, Secretary

Prepared By:
Dianne Holden
Clerk

WATERBORO CHARTER COMMISSION

Regular Meeting Minutes, June 9, 1981.

Members present: James Hamilton, Thomas Cole, Robert Fay, Robert Newton, Michael Hammond and Chmn. Daniel Willett. Also attending, Dianne Holden, Clerk and Mr. & Mrs. Lawrence Corthell.

Review of past meetings. Stated that the Commission shouldn't tie themselves down to a particular form of government too early.

Growth rate discussed. Feeling was that it had leveled off compared to what it was 5 years ago.

Vacancies on the Commission was discussed. The Board of Selectmen have appointed Tom Cole to fill the appointive vacancy. Whereas Wade Junkin's resignation is still only hear-say to date, the Commission has only one elected vacancy to fill. Two names have been submitted, Dan Casey and Paul Willihnganz. Robert Newton made the motion to appoint Paul Willihnganz. Tom Cole seconded. Voted, passed. Clerk to notify Mr. Willihnganz.

Jean Chick, Selectmen's Secretary was asked to talk with the Commission in regards to her duties. Duties include:

1. Going over assessing cards and tax maps with public.
2. Steering public to right person or committee (ie: Bldg. Insp.)
3. Secretary for Selectmen. etc.
4. Town Clerk/Tax Collector's Deputy.
5. Secretary to the various Boards (ie: Zoning Board of Appeals, etc.)
6. Assessing paperwork. etc.)

She has seen an increase in the workload during the past five years. But didn't feel that full-time person (ie: Selectmen) was needed at this time. If a question needed answering (ie: General Asst.) she could usually contact 2 of the Selectmen for a decision.

She fills in for the Town Clerk/Tax Collector when absent and also helps when workload requires it (ie: tax billing time).

When asked whether she felt it would be helpful if someone was in the office full-time to give an answer, she said she thought the townspeople would think it would be.

A discussion was held in regards to separate Boards for Selectmen and Assessing. Grant writing was discussed. Regional meetings of Towns to exchange ideas and perhaps get together in solving some of the problems are being held at the present. Also the possibility of sharing an Assessor or Town Manager with another Town was talked about. However, the suggestion was made the any person hired for a job (ie: Assessor) be done on a contract basis as part-time. Selectmen do not have the time to oversee a person on a daily basis. In regards to more Selectmen on the Board with a workload division it was felt that too many members make things too confusing and unworkable.

The Clerk is to invite the Road Commissioner, Plumbing Inspector and the Building Inspector/Code Enforcement Officer to the next meeting to be held June 23, 1981.

Meeting adjourned.

WATERBORO CHARTER COMMISSION

Regular Meeting, Town Hall, June 23, 1981, 8:00 pm.

Members present: Chmn. Daniel Willett, Thomas Cole, Paul Willihnganz, Michael Hammon, James Hamilton, Frank Goodwin and Robert Fay. Also attending, Dianne Holden, Clerk; Glenn Bean, Sr., Rd. Comm.; David Silva, CEO/Bldg. Insp.; and Van Foglio, LPI.

Glenn Bean, Sr., Road Commission explained his duties. Question and answering period of general discussion. Felt not a firm decision as to role of Road Commission in regards to bidding. Authority lie with Selectmen or Road Commissioner? Also Road Commissioner's authority in regards to snow plowing contract. Discussion of equipment. Felt best to hire out for time being.

David Silva, Code Enforcement Officer/Bldg. Insp. and Van Foglio, Plumbing Inspector explained their duties. They work approximately 15-20 hours weekly each with each spending 6 hours a week in office. Felt present system adequate. Suggested that something needs to be put in writing about how building permit fees are arrived. (ie: indexing) Felt State plumbing code adequate for Town.

Wade Junkins' resignation has been received. Two people have requested membership to the Commission: Daniel Casey and Paulette Silva. Michael Hammond made the motion to elect Paulette Silva to the Commission to fill the vacancy. Frank Goodwin seconded. Voted, passed. Clerk to notify Mrs. Silva.

Mr. Willihnganz requested that the next meeting start with a 15 min. review of the Commission's work for the benefit of the new members. All agreed.

Clerk to invite the Fire Chief, his two assistants and the radio dispatcher to the July 14th. meeting. Time will be set aside from 8:15 - 9:00 pm for discussion about their duties.

Meeting adjourned at 10:25 pm.

Respectfully submitted,



Frank Goodwin
Secretary

prepared by:
Dianne Holden, Clerk

WATERBORO CHARTER COMMISSION

Regular Meeting, July 14, 1981, 8:00 pm, Town Hall.

Members present were: Chmn. Daniel Willett, Frank Goodwin, James Hamilton, Thomas Cole, Paulette Silva, Michael Hammond, Robert Fay and Paul Willihnganz. Also attending; Dianne Holden, Clerk.

Minutes of pervious meeting was corrected. The third paragraph should read "15-20 hours bi-weekly", not weekly.

Copies of a report Mr. Fay obtained from Maine Municipal Assoc. in regards to Municipalities with Managers and ones with Administrative Asst. was distributed to members. Noting out of 490 towns in Maine, 200 have Managers, 20 have Admin. Asst. with the remainder having part-time Selectmen.

It was decided to order five (5) more sets of the Charter Study Series booklet published by the Univ. of Maine for the members that don't have them. Clerk to order.

Mr. Goodwin spoke on scheduling the work of the Commission. Suggesting that perhaps some of the thoughts and ideas should go onto paper for working purposes. James Hamilton noted that the Commission has only approximately six more months in order to meet the deadlines set.

Representatives of the Fire Dept. were invited and arrived at 8:15 pm. Those attending were: Raymond Emmons, Jr., Chief; Edmund Bullard, Asst.; and Ansel Hammond, Radio Dispatcher. A summary of topics discussed is as follows:

The Fire Dept. was is a non-profit corporation set up in 1947 and is registered with the State of Maine as such.

The Corporation owns the land and buildings.

They have 9 pieces of equipment, three of which are leased from the Town for \$1. ea. per year.

The ambulance is part of the Fire Dept.

Insurance is paid by the corporation.

Upkeep is paid by the corporation, although subsidized by the Town.

Noted that 3 or 4 years ago the State Statutes added that the Selectmen appoint the Fire Chief. The Dept. Reps had been told that it was voted at a Town Meeting that the Town would accept the same Fire Chief as voted by the Dept. Clerk to look into this. However, it was felt that this should be addressed in the Charter.

Dept. felt there were no problems with the budget or their requests to the Town.

Discussion of CEP/CD in relationship to Fire Dept.

Questioned as to whether the Fire Chief was considered a Municipal Officer.

Review of the Commission's work was done for the new members present.

Scheduling the work was discussed. Mr. Cole suggested that their be an adgenda to follow for the next meeting. Decided that adgendas and a timetable would be discussed at the next meeting.

Meeting adjourned at 10:00 pm.

Next meeting: July 28, 1981.

Respectfully submitted,

Frank Goodwin, Secretary

CHARTER COMMISSION MINUTES

Regular Meeting, July 28, 1981, Town Hall, 8:00 pm.

Members present: Michael Hammond, Paulette Silva, James Hamilton and Frank Goodwin. Also in attendance, Dianne Holden, clerk.

Mr. Hammond was voted in as Acting Chairman.

The following reports were passed out:

Clerk: Statutes re: Fire Chiefs.

Hammond: Town Manager salary chart.

Hamilton: Proposed Charter Commission Schedule.

Goodwin: Copies of Windham's Charter.

Whereas a quorum was not in attendance, it was decided to have a workshop meeting.

It was noted that an addition to the Proposed Schedule prepared by Mr. Hamilton was corrected to include: Sept. 22nd.: Prepare Charter Draft.

Discussion of plan of action. What should be used as a basis of a starting point. Discussion of whether to work on the present form, by putting it in writing or by going thru the Charters obtained from other Towns.

Clerk to contact MMA for list of Towns that have a Charter for a Selectmen/Town Meeting form of government. Clerk then to contact such towns and obtain copies of their Charters.

Agreed that only two (2) forms of governments should be pursued:

1. Selectmen/Town Meeting.
2. Selectmen/Town Meeting/Town Manager.

Stated that a charter could be written for a Selectmen/Town Mtg. form of government with provisions for a Town Manager. Duties of officers regards of which form of government should be same.

Review of other Town's charters agreed that the following should be included: (used Windham, Ogunquit, and Sanford.

Incorporation - will decide whether to include terr. limits later.
Powers of the Town.

Intergovernmental Relations.

Town Meetings - purpose - qualifications of voters - town elections

Discussion of Annual Elections, suggestion that it be the day before the Annual Mtg. More dicussion at a later date. Discussion of a quorum for Annual Town Meeting - to be discussed at a later date. Also discussed Ogunquit's number of 7 used for calling for a secret ballot vote could be time consuming within a meeting - felt using a minimum number good, but number should be higher. To discuss at later date.

Division of Powers to be included - decision of where to be made
Meeting adjourned at 10:00 pm. later.

Respectfully submitted,

Frank Goodwin
Secretary

Prepared by:
Dianne Holden, Clerk

PROPOSED CHARTER COMMISSION SCHEDULE

- July 28th: Assign Committees or members areas of responsibility for preparation of Charter Draft.
- Aug. 11th: Review progress of Committees.
- Aug. 25th.: Make tentative decisions on form of government and duties and responsibilities of town officers.
- Sept. 8th.: Review tentative decisions.
- Sept. 22nd: Prepare Charter Draft.*
- Oct. 13th.: Review Charter Draft.
- Oct. 27th.: Complete Preliminary Report and send to printers.
- Nov. 10th.: Preliminary Report Due - as stated in Series 1, Pg. 31; the law requires the Charter Commission to submit a Preliminary Report to the Clerk within eight (8) months of the election of the Commission. According to the enabling act, the report is to include the text of the Proposed Charter and any explanatory information deemed desirable. Sufficient copies of the report are to be available for distribution to each voter who requests one. Hold Public Hearing.
- Nov. 24th.: Start preparing the Final Report. After ten (10) months the Charter Commission is required to submit its final report to the municipal officers. The final report is to include: 1) the full text and an explanation of the proposed new charter, 2) any comments deemed desirable by the commission, 3) a written opinion by an attorney admitted to the Maine Bar that the proposed charter is not in conflict with the Constitution and general laws of the state, and any minority reports not exceeding 1,000 words.
- Dec. 8th.: Continue work on final report. Obtain attorney's written opinion.
- Dec. 22nd.: Complete work on final report and send to printers.
- Jan. 12th.: Submit final report to municipal officers.
- Feb. 14th.: Disband Commission. (The Charter Commission is required to continue in existence for thirty (30) days after submission of its final report to the municipal officers for the purpose of winding up its affairs.

WATERBORO CHARTER COMMISSION

Regular Meeting, August 11, 1981, Town Hall, 8:00 pm.

Members present: Michael Hammond, James Hamilton, Frank Goodwin, Thomas Cole, Paul Willihnganz, and Robert Fay. Late arrival: Daniel Willett. Also attending was Dianne Holden, Clerk.

Frank Goodwin made the motion to accept the minutes as written for the July 14th. and July 28th. meetings. Michael Hammond seconded. Voted, passed.

Commission reviewed last meeting's work.

The question of the difference between 'municipalofficials' and 'municipal officers' was brought up. Mr. Willihnganz found definitions in the State Statutes, which are as follows: (MRSA 30-1901)

Municipal officers: means the mayor and aldermen or coucilors of a city, the selectmen or councillors of a town and the assessors of a plantation.

Municipal officials: means any elected or appointed member of a municipal government.

Discussion of Article I - Powers of Incorporation. Voted to use Sanfords charter as guide.

Discussion of Article II - quorum tabled.

Copies of York and Camden's Charters will be obtained for the members.

Meeting adjourned 10:00 pm.

Respectfully submitted,

Frank Goodwin
Secretary

prepared by:

Dianne Holden
Clerk

WATERBORO CHARTER COMMISSION

Regular Meeting, August 25, 1981, Town Hall, 8:00 pm.

Members present: Michael Hammond, James Hamilton, Frank Goodwin, Paulette Silva and Chmn. Daniel Willett. Also attending was Dianne Holden, Clerk.

Copies of York's and Camden's charters were passed out to those not receiving them.

Discussion and review of York's charter.

Attached are the sections gone over and agreed upon by those present.

James Hamilton made the motion that the Board of Selectmen be composed of five (5) members. Frank Goodwin seconded. Voted, passed.

Michael Hammond made the motion to include the article on Compensation as written on the attached. Frank Goodwin seconded. Voted, passed.

It was agreed that a section be put in as per Camden - Organizational Meeting. Write up decided on per attached. Where to insert will be decided later.

The clerk is to do a listing of the current appointments and terms made.

Clerk to write Bob Newton a letter to find out if he wishes to remain a member of the Commission.

Agreed that after Labor Day regular meetings will be expanded to the 2nd, 3rd., and 4th. Tuesdays of each month. The meeting on the third Tuesday will start immediately following Council Meeting.

Respectfully submitted,

Frank Goodwin
Secretary

prepared by:
Dianne Holden, Clerk

WATERBORO CHARTER COMMISSION

Regular Meeting, September 1, 1981, Town Hall, 8:15 pm.

Members present: Chmn. Daniel Willett, James Hamilton, Michael Hammond, Paul Willihnganz, Frank Goodwin and Robert Fay.

Committee proceeded as before using the towns of Camden and York charters as guides.

Organizational Meeting: written as agreed upon at the August 25th. meeting to be section 2.03.

Appointments: to be section 2.04 (all other section numbers will be eventually increased accordingly; best now to continue with York's numbering).

Clerk to submit list of appointments presently made by the Board of Selectmen to be used under 2.07.

The Board of Selectmen shall have the power, after a majority affirmative vote of a quorum, to sign warrants for the expenditures of monies. (Probably between 7 & 8).

The decision whether or not to delete 2.07-2, enactment of ordinances by the Board of Selectmen was postponed until ordinances in general are discussed.

Art. II, Sec. 2.07-6 will require an affirmative vote of 3 or more to expend surplus monies.

Art. II, Sec. 2.07-7; Secretary to submit one or more proposals relative to authority to "hold" such land and in regards to the time limit for redemption of property.

Sections 2.08 & 2.09, pg. 163 of York accepted.

Section 2.10 (York):

1. Meetings: "...shall meet regularly, twice monthly, at such times etc.". Note, in line 5, change "of 3" to "or 3". Add at end of paragraph last sentence in Camden's Section 12, a (on pg. 5).

2. Rules & Records: second sentence insert "of procedure" after "rules"; next to last line shall read: "...and shall keep a record of the proceedings of each regular and/or special meeting and such records shall be public records". (omit the last sentence)

Section 2.11: Prohibitions

1. Use Camden's Section 9, a.
2. To be considered later.
3. Accepted.

Section 2.12

1. Accepted.
2. Accepted except in "c" which will read: "Is convicted of a felony".
3. Accepted.

Meeting adjourned at 10:30 pm.

CHARTER COMMISSION

Regular Meeting - Sept. 22, 1981 - 8:00 pm - Town House

Members present: Chmn. Daniel Willett, Michael Hammond, Paulette Silva, James Hamilton, Robert Fay and Clerk, Dianne Holden.

Noted that last Tuesday's meeting, 9/15/81, postponed due to lack of quorum.

RE: Worksheets:

Pg. 5 - insert Pg. 164-3. Voting: as changed, insert as Pg. 5A.
Pg. 5. - change 2.12; 2-c as changed. (see attachments)

List of appointments submitted by Clerk, insert as Page 2A. Will review list as work continues.

Frank Goodwin submitted a write-up for Section 2.07. Insert as page 4A.

NEW WORK:

Pg. 165 - York - Sec. 2.13.

Skipped over sections 2.14, 2.15, 3.01, 3.02, 3.03 & 3.04.

Clerk to look into voting requirements - "Home Rule" on local elections (ie: no registering of voters on day of election).

Agreed on Sec. 4.01 as written w/changes (see page 170).

Agreed on Sec. 4.02 - The Annual Town Meeting shall convene on the second Saturday of March at 10:00 am.

Agreed on Sec. 4.11 as changed (see Pg. 173).

Agreed on Sec. 4.03 as changed (see Pg. 170).

Agreed on Sec. 4.04 - delete Yorks' 1&2 - insert b&c as amended at top of page 2 in Camden's.

Agreed on Sec. 4.05 - delete York's write-up - use write-up in Moderator Manual.

Agreed on Sec. 4.06 as written (Pag 171).

Agreed on Sec. 4.07 - delete last two sentences.

Agreed on Sec. 4.08 - change Jan. to Dec.

Agreed on Sec. 4.09 as written.

Agreed on Sec. 4.10 as written.

Clerk to send out notices for the next meeting to be held Tues., Sept. 29th. at 7:30 pm.

Respectfully submitted,

Frank Goodwin
Secretary

Prepared by:
Dianne Holden, Clerk.

CHARTER COMMISSION

Regular Meeting - September 29, 1981 - 8:00 pm - Town House.

Members present: Chmn. Daniel Willett, Thomas Cole, Michael Hammond, Frank Goodwin, Paul Willihnganz and Robert Fay. Also attending, Dianne Holden, Clerk.

NEW WORK:

RE: York - Page 166.

Sec. 2.14 - Ordinances.

1. Form - as written.
2. Procedure - A & B w/additions of references.
3. Effective Date - as written.

Sec. 2.15

1. as amended.
2. as amended.
3. delete.

* Clerk to send notices and undated worksheets to all members prior to next meeting to be held Oct. 13, 7:30 pm at the Town House.

Respectfully submitted,

Frank Goodwin
Secretary

Prepared by:
Dianne Holden, Clerk

CHARTER COMMISSION

Regular Meeting - Oct. 13, 1981 - 8:00 pm - Town House.

Members present: Chmn. Daniel Willett, Michael Hammond and James Hamilton. Also attending: Dianne Holden, Clerk.

Selectmen Fay stated that Robert Newton had resigned from the Commission. Also did also as the meetings conflicted with the Selectmen's meetings. Dianne Holden was named to replace Fay. Selectmen to do appointment papers.

Sec. 4.05 - Moderator: to be elected and to follow procedures as set in the Maine Moderators Manual.

(Using York's Charter as a guideline):

Pg. 1A - Appointments 1 - change "shall" to "may"

Page 167. Art. III - Town Administrator - use Camden pg. 7, 8 and top of page 9.

Page 176: Art. V. - use #3 - Filling of Vacancies only.

Page 176: Art. VI - Personnel Board - Clerk to contact MMA for their suggestion.

Page 177: Art. VII - Fiscal yr.- ok.

Sec. 7.02: delete "Town Administrator shall submit to the " and and after Selectmen "shall submit" and after town budget "to the Finance Committee".

Sec 7.03: ok.

Sec. 7.04: ok.

Sec. 7.05: Use Camden, Sec. 13, Long Range Programs, Pg. 18 & 19.

Sec. 7.06: 1. The Board of Selectmen shall publish in the Annual Town Report the general summary of the budget which shall be available to the public seven (7) days prior to the Annual Town Meeting.

2. Delete.

3. change third saturday in March to the second saturday in March. Also, delete "Town Administrator" and insert "Board of Selectmen" and change "him" to "them".

4. ok.

Sec. 7.07: ok.

Sec. 7.08: delete.

Sec. 7.09: delete.

Sec. 7.10: Clerk to do write up.

Sec. 7.11: ok with addition: Any account dominant for three (3) years shall be presented to the Town Meeting for consideration.

Sec. 7.12: 1. delete "direct the Town Administrator".

2. ok.

Page 182 - Article VIII. - 8.01, 8.02, 8.03, 8.04 - skipped over.

Page 184 - Article IX:

Sec. 9.01: 1., 2. & 3. - ok.

4. change three years to five years.

5., 6., & 7. - ok.

8. Any member absent from 40% of the regular meetings within a six (6) month period shall have their appointment reviewed by the Planning Board.

8. change # to 9.

9. change # to 10.

Sec. 9.02: ok.
Sec. 9.03: Change "Board of Selectmen" to "Town Meeting".
Sec. 9.04: ok.
Sec. 9.05: ok.
Sec. 9.06: ok.
Sec. 9.07: write up to be consistent with the Zoning Ordinance.

Art. X:

Sec. 10.01 - ok.
Sec. 10.02 - use Camden's. (Pg. 19.)
Sec. 10.03 - use Camden's. (Pg. 19.)
Sec. 10.04 - ok.

Article XI:

Sec. 11.01 - ok with changing all "10% of votes cast" to "5% of registered voters....."

Page 189: - Article XII:

Sec. 12.01 - Use Camden's - Pg. 21 - Sec. 4 - a. & b.
Sec. 12.02 - ok.
Sec. 12.03 - delete.
Sec. 12.04 - ok.

Article XIII:

Sec. 13.01 - ok.
Sec. 13.02 - ok.
Sec. 13.03 - ok.
Sec. 13.04 - ok.
Sec. 13.05 - ok.
Sec. 13.06 - ok.
Sec. 13.07 - ok.

Article XIV: ok.

Meeting adjourned 10:15 pm.

Respectfully submitted,

Frank Goodwin
Secretary

Prepared by:
Dianne Holden
Clerk

CHARTER COMMISSION

Regular Meeting, Oct. 20, 1981, 8:00 pm, Town House.

Members present: Chm. Daniel Willett, Frank Goodwin, Michael Hammond, Paulette Silva and Dianne Holden.

Reviewed worksheets.

Agreed to have "Removal of Elected Official" Articles VI, VII, & VII from Kennebunkport's Charter. Clerk to type up - to be numbered later.

Clerk to find out ballot requirements for next meeting.

Pg. 5 of the worksheets: Sec. 2.11 -1 - Sub title changed from "Holding Other Office" to "Town Employees".

Meeting adjourned 10:00 pm.

Respectfully submitted,

Frank Goodwin
Secretary

Prepared by:
Dianne Holden
Clerk

WATERBORO CHARTER COMMISSION

Minutes, Regular Meeting, November 17, 1981 - 8:30 pm (following Council Meeting) - Town House.

Members present: Chmn. Dan. Willett, Frank Goodwin, Michael Hammond, Tom Cole, Dianne Holden, Paulette Silva and James Hamilton.

RE: Worksheets:

Pg. 2A: Changed Warrant Advisory Committee title to Warrant & Finance Advisory Committee. 6 to be appointed and 3 elected. Three elected to be added to section 4.10 and section regarding "Finance Committee" should be changed to "Warrant & Finance Advisory Committee". (Sec. 7.04)

Pg. 9: Sec. 4.10, A. - delete election of Moderator. add election of three members to the Warrant & Finance Advisory Committee. Change Board of Assessors to Board of Assessment Review.

Pg. 12, Sec. 7.04 - Add #7. - The Warrant & Finance Advisory Committee shall review the warrants for all town meetings and make recommendations as each article to be acted upon.

Pg. 2A.: Chg. Supt. of Public Works to Road Commission. Use write-up in Sanford's proposed charter, Sec. 3-17, A & B.

Pg. 14. Article VIII - Use the Assessor write-up in Kennebunkport's charter and write up to be done for the Board of Assessment Review.

Pg. 10: Personnel Board - Use York's article VII.

Clerk to up-date original draft as changed and distribute copies to the members and the Board of Selectmen for their review and comment.

Respectfully submitted,

Frank Goodwin
Secretary

Prepared by:
Dianne Holden
Clerk