

Waterboro Charter Review Commission  
*Minutes*

October 17, 2011

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

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

**Correspondence:** None

**New Business:**

**Approval of September 19, 2011 and October 3, 2011 Minutes:** Jim made the motion to accept as written. Dwayne seconded. Voted, passed.

**Discuss Public Hearing notice and draft news release:** Dwayne made the motion to accept the public hearing notice and news release as written. Willis seconded. Voted, passed.

**Discuss proposed Organizational Chart of March, 2011:** 1. Public Safety Manager will be changed to Public Safety Department. Add Health Officer and Police Services. 2. Public Works Director will be changed to Public Works Department. Supervisor of Health & Sanitation will be changed to Supervisor Transfer Station. 3. Parks and Recreation Manager will be changed to Public Services. Program Director will be changed to Parks and Recreation. Add Library. 4. Planning Department Manager, change to Planning Department. Add Code Office and Information Technology. 5. Administrative/Finance Team, add General Assistance. 5. Delete Code Office. Administrator/Manager to delegate who will be Team Leader of each Department/Team.

**Discuss Statutory Town Manager Plan:** Table until next meeting.

**Begin to Draft New Charter:** Tabled until next meeting.

**Next meeting:** November 7, 2011 at 7 pm – Public Hearing

**Adjournment:** Meeting adjourned at 8:50 PM. Motioned by Doug, seconded by Steve. Voted, passed.

Respectfully submitted,

Dianne Holden, Committee Secretary

Approved: November 21, 2011