

Waterboro Community Garden Committee and Member Meeting

**Wednesday, March 8, 2023 at 3 pm –
Select Board meeting room**

Agenda

Introductions/Welcome

A. Approval of February 8, 2023 Minutes

Sue speak to getting feedback on draft minutes

B. Financial Report – Sherry

1. Report figures
2. Discussion on process for the purchase of pavers for walkway project pending the creation of WCG Committee by-laws and Purchasing Procedures (below)

C. Organizational Matters

1. Discuss/possible vote on Purchasing Procedures draft (attached) - Sherry
2. Set date to discuss the possible creation of WCG Committee by-laws to make clear what committee membership entails - Brigit
- 2a. Discuss possibility that WCG Committee member by-laws or some communication from WCG be shared with Select Board in interviewing applicants.
(Both C2 and C2a Prompted by discussion of both recent committee member who did not attend any meetings and – the question of differences on spending money or voting between appointed and honorary committee members
3. Discuss Draft WCG Handbook (Attached) Sandy and Sherry

D. Infrastructure –

1. Vote whether to reverse decision to eliminate Johnson Mill Bed - Brigit
2. Decide re two new bed applications - Brigit

E. Potential new projects

1. Planting of berries or fruit trees in open area outside the pantry garden –Sue
2. Planting of an evergreen hedge of bushes along the fence along the parking lot entrance side. (Attached notes) - Brigit

F. Other?

- 1.garden beds for people with limited mobility - Donna

Section 610 – Boards & Committees. All boards and committees appointed and/or established by Town Charter and/or the Board of Selectmen will, at a minimum, follow these guidelines:

1. Appointments to be in a series of staggered or varied terms up to three (3) years, with the exception of the Planning Board which shall be five (5) year terms, so that no board/committee shall be comprised of an entire slate of new members in any one year.
2. Vacancies on any board/committee shall be filled by new appointments from the Board of Selectmen within thirty (30) days from the time of said vacancy, or as soon as an appropriate replacement can be found to serve the remainder of the unexpired term.
3. Each board/committee shall elect a chairman from its membership. The Chairman shall preside at all meetings.
4. A Secretary shall be elected from its own membership or provided by the Town. The Secretary shall maintain a record of all proceedings including all correspondence, keep member attendance, and post/file agendas, meeting notices and minutes of the board/committee as required by Town Policies.
5. A quorum necessary to conduct business shall consist of at least a majority of the appointed members.
6. Each board/committee shall submit a written report of activities to the Town Administrator to be included in the Annual Town Report.