

Section 602 – Budget Committee. There shall be a Budget Committee composed of five (5) members who shall be appointed by the Board of Selectmen. No other official or employee of the Town may be a member. The Budget Committee shall aid the Town Administrator in the creation of proposed budgets before submittal of the proposed budget to the Board of Selectmen. The Budget committee shall review and make recommendations on the annual operating budget and on the annual capital expenditures as proposed by the Board of Selectmen, Town Administrator, Town Officers and Department heads in determining recommended expenditures. Additional duties include to review and to make recommendations on supplemental appropriations and expenditures and other budgetary action whenever proposed by the Town Administrator and/or Board of Selectmen; and to make such other recommendations on fiscal matters as it may from time to time be deemed advisable by the Town Administrator and/or Board of Selectmen. The committee's authority shall be advisory only. Any recommendation on a matter requiring Town meeting shall be printed with the article in the warrant and on the ballot, if any, along with such other recommendations as may be included by the municipal officers or required by law. The Town Administrator and/or Board of Selectmen shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its functions. The Committee will hold meetings on an as needed basis.

Section 603 – Planning Board. There shall be a Planning Board composed of five (5) regular members and two (2) alternate members who shall be appointed by the Board of Selectmen. All members shall be voting members. The Planning Board shall maintain the Comprehensive Plan in a current state, make recommendations of changes in zoning ordinances, review subdivisions and conditional use applications and perform such duties as delegated by local ordinance or state law. The Board shall hold semi-monthly meetings..

Section 604 – Road Review Committee. There shall be a Road Review Committee composed of five (5) members who shall be appointed by the Board of Selectmen. The Road Review Committee shall serve in an advisory capacity to the Public Works Director and the Town Administrator in addressing the issues, maintenance and care of all Town owned roads. The Public Works Director shall not be a voting member of the Committee. The Road Commissioner shall serve in that capacity until his term expires. The Committee shall meet on a monthly basis.

Section 605 – Zoning Board of Appeals. There shall be a Zoning Board of Appeals composed of five (5) members who shall be appointed by the Board of Selectmen. The zoning Board of Appeals is established for the Town of Waterboro to receive, hear and decide appeals from interpretations of the Zoning Ordinance and decisions of the Code Enforcement officer, the Planning Board and/or the Board of Selectmen and all requests for variances within the limitations established by state law. The Board shall meet on an as needed basis.

Section 606 – Transfer Station/Recycling Committee. There shall be a Transfer Station/Recycling Committee composed of five (5) members who shall be appointed by the Board of Selectmen. The Transfer Station/Recycling Committee shall review and make recommendations to the Board of Selectmen on developing a plan to reduce the cost of disposing of waste, make recommendations on developing a plan for recycling and make recommendations

on capital improvements. The Committee will review budget and recycling reports and meet with the Transfer Station manager to determine what plans and expenditures are in the community's best interest, than report to the Board of Selectmen. The Transfer Station manager shall not be a voting member of the Committee. The Committee shall meet on a monthly basis.

Section 607 – Conservation Commission. There shall be a Conservation Commission composed of five (5) members who shall be appointed by the Board of Selectmen. The Conservation Commission shall keep an index of all open areas within the Town, whether publicly or privately owned, including open marshlands, swamps and other wetlands, for the purpose of obtaining information relating to the property protection, development or use of those open areas. The Commission may recommend to the municipal officers or any municipal body or board, or any body politic or public agency of the State, a program for the better protection, development or use of those areas, which may include the acquisition of conservation easements. The Commission shall meet a minimum of four (4) times a year on a quarterly basis.

Section 608 – Assessing Board of Review. There shall be an Assessing Board of Review composed of three (3) members who shall be appointed by the Board of Selectmen. The Assessing Board of Review shall hear and decide appeals in regards to property tax valuations. The board shall meet on an as needed basis.

Section 609 – Fair Hearing Committee. There shall be a Fair Hearing Committee composed of three (3) members who shall be appointed by the Board of Selectmen. The Fair Hearing Committee shall hear and decide appeals in regards to general assistance complaints. The Committee shall meet on an as needed basis.

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.

7. All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-412. Board/committee members will be subject to mandatory, periodic training of the Maine Freedom of Access Act, commonly known as the Right to Know Law.

Mission statements for each board/committee shall be prepared by the Town Administrator and approved by the Board of Selectmen. The statements shall prioritize the goals and objectives of each board/committee and shall be reviewed annually by the Town Administrator and Board of Selectmen.

Duties of all of the above shall be determined by their specific job descriptions as prescribed in said mission statement, this Charter or Maine law.

ARTICLE 7 – MUNICIPAL ELECTIONS

Section 701 – Elections. The regular elections for the members of the Board of Selectmen and representatives to the RSU #57 Board of School Directors and other municipal officials as may be required, shall be held by secret ballot on the second (2nd) Tuesday in June. All such elections shall be conducted on a nonpartisan basis and without party designation.

Section 702 – Conduct of Elections. The provisions of the statutes of the State of Maine relating to the qualifications of voters, the registration of voters, the nomination for any office, the manner of voting, the duties of election officers and all other particulars relative to preparation for, conduct and management of elections, so far as they may be applicable, shall govern all elections, except as otherwise provided in this Charter.

Section 703 – Nominations. Candidates for election to any elective office whose names appear on a written ballot must be nominated by petition. Any registered voter of the Town may be nominated for election by a petition signed by registered voters of the Town. The use of nomination papers shall be in accordance with the State statutes governing Town elections.

Section 704 – Voting Places. The voting places for municipal elections shall be those which have been or may hereafter be established for State elections.

ARTICLE 8 – INITIATIVE AND REFERENDUM

Section 801 – Power of Initiative and Referendum.

Initiative: Any initiative ordinance shall be submitted to the Board of Selectmen by a petition signed by registered voters of the Town equal in number to at least ten (10) percent of the ballots cast in the Town of Waterboro in the last gubernatorial election. Ordinances may not be initiated regarding personnel appointments and removals or regulating the internal procedure of the Selectmen as established herein, or that are otherwise unlawful.

Referendum: Pursuant to the above Initiative provisions, the voters of the Town shall have the power to approve or reject at the polls an ordinance passed by the Board of Selectmen, such