Bylaws of the
Transfer Station/Recycling Committee of the Town of Waterboro

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules for committee meetings and to promote the fair, orderly and efficient conduct of the committee's proceedings and affairs. These bylaws shall govern the committee's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

Section 2. Members; Duties

The Transfer Station Committee shall consist of 5 members and 2 Selectmen, appointed by the Board of Selectmen. Members serve a 1 year term. In the interest of promoting increased participation in town affairs and so that each member can focus on the important role of the Transfer Station Committee, the Selectmen will attempt to appoint persons to no more than one standing town committee.

The Transfer Station Committee is an advisory committee to the Board of Selectmen. It is expected that members will regularly attend meetings.

The responsibilities of the Transfer Station committee are as follows:

To review and make recommendations on capital improvements.

To review and make recommendations on developing a plan to reduce the cost of disposing of waste for the taxpayers; To review and make recommendations on developing a plan for recycling.

The members of the Transfer Station Committee will meet at the first opportunity after the beginning of the fiscal year to elect a chairman to serve for one year. The Transfer Station Committee is subject to the Right to Know Law, therefore, all meetings are open to the public and will be posted. Copies of all meeting minutes will be forwarded to the Selectmen's Office.

The Secretary shall maintain a permanent record of all committee meetings and all correspondence of the committee, which shall be a public record except as otherwise provided by law. The secretary shall be responsible for providing the administrative secretary a copy of all meeting minutes.

Section 3. Meetings

Regular meetings of the committee shall be held on the 1st Monday of each month or as otherwise necessary or required by law. Special meetings may be called at the discretion of the Chairman or upon the request of a majority of the committee, provided, however, that notice thereof shall be given to each member and to administrative secretary at least 24 hours in advance and that no business may be conducted other than as specified in said notice.

Notice of all committee meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law.

No business may be conducted by the committee except at a duly called and noticed meeting or without a quorum consisting of a majority of the committee being present.

Section 4. Hearings

Public hearings of the committee shall be called as required by law or on such other occasions, as a majority of the committee may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chairman shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The committee may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chairman and without interruption, provided, however, that the Chairman may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided however; that the Chairman may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 5. Participation and Voting

Any action of the committee shall require the affirmative vote of a majority of its membership unless otherwise provided by law. Majority is defined as a number of members constituting more than half of the total number of members.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was present during all hearings thereon.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chairman for good cause shown.

Attendance at the meetings of this committee is expected to be no less than 75%. Attendance less than expected levels are subject to review and dismissal by the Board of Selectmen.

In the interest of promoting increased participation in town affairs and so that each member can focus on the important roll of the committee, the selectmen will attempt to appoint persons to no more than one standing town committee.

Section 6. Decisions

All decisions of the committee shall be made within the time limits, if any, established by law. All final decisions shall be in writing, shall become a part of the committee's permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefor. All such decisions, together with any tape recording or transcript of testimony and deliberations and any documents and exhibits offered to the Board, shall constitute the record of the proceedings and shall be a public record, except as otherwise provided by law.

Notice of any decision, if required, shall be given as prescribed by law.

The committee may reconsider any decision at the same meeting or at a subsequent meeting within 30 days of its original decision, provided, however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. Notice of any reconsideration shall be given to any party thereto a reasonable time in advance of the reconsideration. The committee may conduct additional hearings and receive additional evidence and testimony as provided herein.

Section 7. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 8. Waivers; Amendments

These bylaws, or any provision thereof, may be waived on any occasion by a vote of the Board of Selectmen unless otherwise provided by law or the Waterboro Town Charter. These bylaws may be amended at any time in writing by majority vote of the committee after notice and public hearing on the proposed amendment and approval by the Board of Selectmen. These bylaws shall be reviewed by the committee on an annual basis.

Adopted by the Board on _____, 20_____.

_____
Dennis Abbott

_____
Jon Gale

_____
Tammy-Jo Girard

_____
Evan Grover

_____
Cindy Moore