

COMMITTEE/BOARD POLICY

By action of the Town of Waterboro, Board of Selectmen, a Committee/Board Policy has been adopted effective _____. This policy establishes guidelines to assist Town committees/Boards in sound working relationships between committees/boards and town personnel.

Whereas, committee/boards may request participation in one of their meetings by Town Department Heads or employees all requests for attendance are to be submitted in writing to the Town Administrator and/or Board of Selectmen with a brief explanation. All requests for the Board of Selectmen will fall under the Selectmen's Agenda Policy and must be submitted to the Selectmen's Office by noon on Friday for the request to be voted on at their next following meeting.

The Board of Selectmen and Town Administrator shall cooperate with and provide all committee/boards with information as may be reasonably necessary and available to enable it to carry out its functions under this policy.