

Waldoboro Select Board  
Meeting Guidelines

- Regular Select Board meetings will normally be held on the second and fourth Tuesdays of each month. Special meetings may be scheduled as needed.
- The agenda for a regular meeting will normally be available by 5 pm on the Friday preceding the meeting. The agenda for special meetings will be available as soon as possible after it has been set. Agendas and additional background information are typically posted on Town of Waldoboro web site.
- Requests by members of the public to place an item on an upcoming meeting agenda should be submitted to the Town Manager and / or Select Board Chair. Requests should be in writing and submitted by 5 pm at least seven (7) business days before the meeting. The Selectboard is not obligated to honor every request.
- All meetings are open to the public and residents are welcome to attend. Certain portions of meetings, when the Board is in executive session, are not open to the public. Executive sessions are authorized by state law for the consideration of certain confidential matters such as personnel issues. The motion to enter executive session must indicate the specific statutory citation that enables the executive session and then the Board must vote to enter executive session and vote to end the session.
- Each regular meeting agenda will provide a brief period for public comment. Members of the public will not necessarily be allowed to comment upon or participate in the Board's deliberations of agenda items. It shall be the decision of the Chair to accept and/or limit public comment.
- Members of the public should not speak during the meeting unless recognized by the chair, and all comment should be directed to the Chair.
- Comments by members of the public should be brief, offering constructive information, alternative ideas, and other productive thoughts that might help the board make informed decisions. Comments of a critical nature are acceptable, but comments that are disrespectful or abusive will not be tolerated.
- Booing, clapping, and similar outbursts are unacceptable.
- Questions regarding town business may be answered by visiting the Town Office during business hours or by reviewing additional background information on the Town of Waldoboro website at <http://waldoboromaine.org/>

Amended Date: January 26, 2016

Select Board:  
Town of Waldoboro, Maine

Attest,

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Linda-Jean Briggs, Town Manager

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Joanne Minzy, Chair

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Ronald Miller, Vice-chair

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Clinton Collamore

\_\_\_\_\_  
Abden Simmons

\_\_\_\_\_  
Katherine Winchenbach