

SOUTHERN MAINE REGIONAL PLANNING COMMISSION'S



BOARDSMANSHIP WORKSHOP

FREE AND EXCLUSIVELY FOR
**ELIOT, KITTERY, SOUTH BERWICK, YORK,
BERWICK, OGUNQUIT AND WELLS**

Wednesday Evening, February 27, 2008

6:30-8:30 PM

South Berwick Town Hall Auditorium

180 Main St., South Berwick, ME

This workshop is specifically designed to meet with and discuss issues pertinent to Boards of Selectmen, Planning Boards and Zoning Board of Appeals in your region of York County:

The Workshop will address the following topics:

- Understanding Your Responsibilities as a Public Official
- Basic Tools of Planning and Appeals Boards
- Right to Know Law
- Setting Meeting Agendas
- Running a Meeting (Parliamentary Procedure, Taking Minutes, Making Decisions)
- Conflicts of Interest
- What the Courts Look at in Reviewing your Decisions
- Findings of Fact and Conclusions of Law
- General Ethics

We request that you RSVP by February 22, 2008

Please call Marian Alexandre at 324-2952

or email to malexandre@smrpc.org

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