

SOUTHERN MAINE REGIONAL PLANNING COMMISSION'S

BOARDSMANSHIP WORKSHOP



FREE AND EXCLUSIVELY FOR
ELIOT, ACTON, SHAPLEIGH, WATERBORO,
LYMAN, ALFRED, SANFORD,
LEBANON AND NORTH BERWICK

Wednesday Evening, March 26, 2008

6:30-8:30 PM

**Sanford Town Hall Annex, Council Chambers
919 Main Street, Sanford, 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 March 21, 2008

Please call Marian Alexandre at 324-2952

or email to malexandre@smrpc.org

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