



TOWN OF CAPE ELIZABETH

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MATTHEW E. STURGIS
Town Manager

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Dear Town Boards and Committees;

Thank you for your continued service to the Town of Cape Elizabeth. Your hard work is essential in helping the Town accomplish goals, improve services, and respond to the needs of the community.

As the new year arrives and committees (in this letter "committees" includes boards) orient new members, this is a good opportunity to thank you for your work and share one of the town council's stated goals. The town council wants to improve communication with its committees and improve goal alignment. To that end, the council requests that each committee provide its annual goals and work plans by March 31, 2018. The council will also be requesting that committees come to a council meeting during the upcoming year to provide an update of their work.

As reminders:

- 1) The public's access and right to know about the deliberation and work of the town's committees is critical. The timely public posting of meeting dates, times, location, along with the maintenance and posting of meeting minutes is required by law. This protects the public's right to attend meetings, and its access to information.
- 2) During meetings, discussions should only involve bonafide committee members; those who are duly appointed by the Town Council. All others may address the committee from the audience during scheduled public comment opportunities when recognized by the respective committee chairmen. This insures that only duly appointed committee members are conducting the committee's business.

Thank you again for all of your hard work for Cape Elizabeth. The council will be reaching out shortly to schedule your committee appearance at a town council meeting.

Best regards,

Jessica L. Sullivan
Town Council Chair

Matthew E. Sturgis, CMA
Town Manager