

Town of Cape Elizabeth Board and Commission Orientation

Agenda

Monday, December 16, 2013

Town Hall Chambers

7:00 PM

Welcome and Introductions

Chairman Jessica Sullivan

**Town Council Priorities for 2014
and Brief Comments on Meeting Decorum**

Chairman Jessica Sullivan

Board and Commission Role in Policy Development

Councilor Katharine Ray

The Budget Process

Councilor James Walsh

Citizen Engagement and the Right to Know Law

Councilor David Sherman, Jr.

The Appointments Process

Chairman Jessica Sullivan (Councilor Wagner unable to attend)

How to Handle the Press

Town Manager Michael McGovern

Staff Support to Boards and Commissions

Councilor Caitlin Jordan

Administrative Issues

Assistant Town Manager and Town Clerk Debra Lane

Examples of Recent Successful Activities of Boards and Commissions

Riverside Cemetery Master Plan: Councilor Sherman

Library Outreach Effort: Councilor MacAuslan

Fort Williams Park Master Plan: Councilor Walsh

Advocacy for Trail Maintenance: Chairman Sullivan (Councilor Wagner unable to attend)

Outreach and Advocacy on Recycling: Councilor Jordan

Regulations of Properties Rented for Short Terms: Councilor Ray

Questions

Closing Comments

Chairman Sullivan