

**Town of Cape Elizabeth  
Board and Commission Orientation  
Agenda  
Thursday, January 28, 2016  
Cape Elizabeth High School Cafeteria  
6:00 p.m. Pizza and Salad  
6:30 – 7:30 p.m. Training**

6:30 p.m. Welcome, Introductions Molly MacAuslan, Town Council Chair

Review of Organizational Chart Michael McGovern, Town Manager

*How boards and commissions fit into the overall organization.*

Maine's Freedom of Access Act (FOAA) Debra Lane, Town Clerk

*As a representative of the town, what do board members need to know about public records and public proceedings?*

Conflicts of Interest Debra Lane, Town Clerk

*What if a board member has a conflict of interest, perceived or otherwise with a matter pending before the board?*

Expectations, Roles and Responsibilities Patricia Grennon, Appointments Committee Chair

*Review the roles of advisory and quasi-judicial boards and how they differ. How do the advisory committees help the town council? What is the role of committees in town council goal setting? What is the role of a town council liaison?*

Administrative Issues Debra Lane

*Provide guidance for noticing meetings, distribution of materials and record keeping.*

[www.capeelizabeth.com](http://www.capeelizabeth.com)

*The town's website provides board and commission information including agendas, minutes and board materials.*

How to Handle the Press Jamie Garvin, Appointments Committee

*As a member of a board how do I handle questions from the press? Depending on the matter before the board, is it appropriate to comment?*

Board Overview and Update

*Boards will have up to 2 minutes to provide an overview/update of their board.*

Questions

Closing Comments