

Town of Windham

Planning Department
8 School Road
Windham, ME 04062

voice 207.894.5960

fax 207.892.1916

MEMO

DATE: April 2, 2018

TO: Windham Planning Board
FROM: Amanda Lessard, Planner *AWL*
Cc: Ben Smith, Planning Director
RE: Annual Organizational Meeting

In accordance with the Rules of the Planning Board the Board shall annually elect a Chair and Vice-Chair at the first regularly scheduled meeting of each year after Town Council appointments to the Planning Board.

At this organizational meeting the Board shall also review and annually adopt Rules of the Windham Planning Board. The Rules last revised on April 11, 2016 are attached. Staff has not proposed any amendments.

This meeting also presents a good opportunity to discuss the roles and responsibilities of the Planning Board. I've attached Maine Municipal Association's Planning Board Manual for your reference.