

# Town of Windham

Planning Department  
8 School Road  
Windham, ME 04062

voice 207.894.5960

fax 207.892.1916

## MEMO

DATE: February 19, 2020

TO: Windham Planning Board

FROM: Jennifer Curtis, Planner

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 March 25, 2019 are attached. Staff has not proposed any amendments.

There are three (3) town committees with a seat reserved for a member of the Planning Board: Long Range Planning Committee, Marijuana Ordinance Committee, and Private Roads ad hoc Committee. The Board should determine if any changes to the current appointments are necessary. There is currently a Board member vacancy on the Long Range Planning Committee.

Finally, this meeting also presents a good opportunity to discuss the roles and responsibilities of the Planning Board. Kristin Collins, of Preti Flaherty, an expert in Maine Municipal Planning Law, will be at the meeting to lead a workshop with the Planning Board, beginning at 7:30 PM. I've attached Maine Municipal Association's Planning Board Manual for your reference.