MUNICIPAL OFFICIALS WORKSHOP SERIES

SELECTBOARD 101

NOTICE OF MEETING / AGENDA

August 20, 2020 @ 6:00pm
Location: Online via Zoom

1. Welcome and Introductions

2. Selectboard Responsibilities
   a. Regulatory authority
   b. Administrative oversight
   c. Financial management
   d. Strategic planning
   e. Emergency planning and response

3. Getting Things Done
   a. Making decisions in public
   b. Open Meeting Law / Public Records / Conflict of Interest
   c. How to hold effective meetings
   d. Public Relations

4. Making Informed Decisions
   a. Learning about your town
   b. External resources

5. Items Not Reasonably Anticipated By The Chair 48 Hours In Advance of the Meeting

6. Public Comment (Q&A)