

TOWN OF SANDISFIELD  
OFFICE OF THE BOARD OF SELECTMEN  
TOWN ADMINISTRATOR  
TOWN CLERK

MEMO

To: All departments, Committees/Boards/Commissions

Date: June 28, 2018

Subject: Open Meeting Law Seminar

The Town will be hosting a seminar on the Open Meeting Law conducted by the Town's law firm, Kopelman & Paige, on Monday, August 6, 2018 at 6:30 p.m. at Fire Station #2 on Route 57.

The Select Board is requiring all Department Heads and at least the Chair (or any and all members) from all Town Committees/Boards/Commissions that are appointed or elected. The Board strongly encourages all Boards/Committees to attend.

The session is a prime opportunity to hear instructions and ask questions about the Open Meeting Law. As you all know, all public bodies are subject to the requirements of the Open Meeting Law.

Please RSVP to Dolores by July 23 with a list of people attending so that the we will have enough documents to hand out. She can be reached at 258-4711, ext.2 or by email at [townclerk@sandisfieldma.gov](mailto:townclerk@sandisfieldma.gov).

Thank you