**MEETING DATE: April 26, 2017 TIME: 10:00 am**

If Applicable please fill in:

Executive Session: START TIME: END TIME: Re-open to Public? If yes state approx time:

SUBJECT of Executive Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_Joint meeting with the Board of Selectmen, Finance Committee and the 1835 Town Hall Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BOARD/COMMITTEE**

**\_\_Butterick Building, 1 Park St. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rm 205\_\_\_\_\_\_\_\_\_\_**

**LOCATION ROOM**

**Name: Dawn Michanowicz, Town Clerk for Ross Perry, Town Administrator Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DESIGNATED AUTHORITY OF BOARD/COMMITTEE *- (please include printed name & signature)***

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| **AGENDA**    **SAMPLE AGENDA OUTLINE**   1. **Open meeting** (Chairman calls meeting to order) 2. **Roll Call** (record names of members in attendance or absent) 3. **Other Attendees** (Chairman should recognize other additional officials present & list names) 4. **Review/Approve Past Meeting Minutes** (list months &dates) 5. **Reports** 6. **Appointments** 7. **Public Session** (sign-in-sheet)-Chairman must recognize public before speaking & no action or discussion of issues may be entertained at this time-issues may be rescheduled to a future agenda if action needed or requested. 8. **New Business** ( newsletter, pamphlets, meeting forms & procedures) 9. **Unforeseen Issues** (no action to be taken on these items unless emergency in nature) 10. **Announcement/Correspondence** (includes letters, e-mails, phone calls received/sent) 11. **Next Posted Meeting Date** (unless otherwise notified) 12. **Adjournment** (Chairman must entertain a motion to close meeting) |