**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)***

|  |
| --- |
|  |
| **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)
 |