

**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**

Further discussions of the Special and Annual Tow Meeting warrant articles and motions, including:

- 1835 Town Hall warrant articles # 15, 16, 17, & 18.
- Any other articles.

## **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)