

**MEETING DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

*If Applicable please fill in Executive Session* **START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

*Re-open to Public? If yes*

*state approx time:*

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

TOWN CLERK OFFICE USE  
ONLY

\_\_\_\_\_  
**NAME of BOARD/COMMITTEE**

\_\_\_\_\_  
**LOCATION** **ROOM**

**Name:** \_\_\_\_\_

**DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING**

**AGENDA**

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## **Agenda Template**

1. **Chairman** calls the 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/Vote on Past Meeting Minutes** (note who voted, note who abstained)
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)