

MEETING DATE: \_\_\_\_\_ April 23, 2018 \_\_\_\_\_

TIME: 6:00

PM \_\_\_\_\_

If Applicable please fill in:

Executive Session: START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ Re-open to Public? \_\_\_\_\_

If yes

state approx time:

SUBJECT of Executive Session:

\_\_\_\_\_

**Finance**

**BOARD/COMMITTEE**

**Butterick Bldg, Rm. 205**

**LOCATION/ Room**

**Name \_\_\_\_\_ Joe Sova**

Signature: \_\_\_\_\_

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

Town Clerk use only	
<b>Meetings</b>	
<b>Agendas</b>	
enter time	enter
time	
date Stamp	date
Stamp	
Web calendar	scan
	post TC
binder	
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**AGENDA**

**Approve Prior Meeting Minutes**

**Final FY19 Budget Review**

**Review Warrant Motions**

**Reserve Fund Transfers, if necessary**

**Other Committee Business**

**Set Next Meeting Date**

**Adjourn**

## **SEE BACK FOR AGENDA OUTLINE**

### **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)

