

MEETING DATE: April 25, 2018

TIME: 4:30 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: _____

Board of Registrars

OFFICE USE ONLY

BOARD/COMMITTEE

Town Clerk's Office Butterick bldg

LOCATION

ROOM

TOWN CLERK STAMP

Name: Barbara Bartlett

Signature: _____

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

AGENDA

1. Introductions
2. Discussion of Upcoming Town Meeting and Elections
3. Adjourn

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)