

MEETING DATE: June 18, 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:

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

**BOARD/COMMITTEE**

**Butterick Bldg, Room 201**

**LOCATION/ Room**

**Name Joe Sovo**

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

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

<b>AGENDA</b>
<b>Approve Prior Meeting Minutes</b>
<b>Election of Officers</b>
<b>Interview/Appoint Finance Committee Applicant</b>
<b>Reserve Fund Transfers</b>
<b>Other Committee Business</b>
<b>Set Next Meeting Date</b>
<b>Adjourn</b>

## **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)