

MEETING DATE: _____ October 22, 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, Room 201**

LOCATION/ Room

Name Joe Sova

Signature: _____

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

Town Clerk use only	
Meetings	
Agendas	
enter time	enter
time	
date Stamp	date
Stamp	
Web calendar	scan
	post TC
binder	
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AGENDA

Approve Prior Meeting Minutes – June 18, 2018

Welcome New Member – Todd Chapman

Review/Discuss Summer Emergency FinCom Items, if applicable

Review and Vote new Financial Policies Manual

Prepare FinCom Position/Comments for November 8 meeting in Holden re: Regional Town and WRSD FY20 Budget Review

Update on 1835 Building Project and other Financial Activities in Sterling

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)

