

MEETING DATE: _____ November 5, 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 OF SELECTMEN JOINT MTG.

BOARD/COMMITTEE

Butterick Bldg, Room 205

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

Prepare FinCom/Brd. Of Selectmen Comments/Position for Nov. 8 Meeting

In Holden re: Regional Town and WRSD FY20 Budget Review

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)