| MEETING DATE:          | Monday, July 26, 2021 |  |
|------------------------|-----------------------|--|
| If Applicable please j | ill in:               |  |

Executive Session: START TIME: END TIME:

Re-open to Public? If yes state approx time:

| SUBJECT | of | Executive | Session: |  |
|---------|----|-----------|----------|--|
|---------|----|-----------|----------|--|

|                            | OFFICE USE ONLY                              |
|----------------------------|--|
|                            |  |
|                            |  |
| 2nd Electr Conference Boom |  |
|                            | TOWN CLERK STAMP                             |
| 2                          | <sup>ind</sup> Floor Conference Room<br>ROOM |

## Name: <u>Jo-Ann Cummings, Chair</u> DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING

| AGENDA        |   |  |  |  |
|---------------|---|--|--|--|
| CALL TO ORDER |   |  |  |  |
| AC            | CEPTANCE OF MINUTES   |  |  |  |
| NE            | W BUSINESS  |  |  |  |
| 2.            | Vote to establish a Sub-Committee to review position & job description<br>Discuss department needs & duties for the position of Administrative Assistant<br>Vote to establish a Sub-Committee to review position & job description<br>Discuss next meeting date, agenda and Next Steps for hiring process |  |  |  |