

**MEETING DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

*If Applicable please fill in Executive Session* **START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

*Re-open to Public? If yes*

*state approx time:*

*SUBJECT of Executive Session:* \_\_\_\_\_

\_\_\_\_\_  
**NAME of BOARD/COMMITTEE**

\_\_\_\_\_  
**LOCATION**

\_\_\_\_\_  
**ROOM**

TOWN CLERK OFFICE USE  
ONLY

**Name:** \_\_\_\_\_

**DESIGNATED AUTHORITY OF BOARD/COMMITTEE CALLING THE MEETING**

**AGENDA**

[Large empty rectangular box for agenda items]

## ~~Agenda Template~~

- ~~1. Chairman calls the 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/Vote on Past Meeting Minutes (note who voted, note who abstained)~~
- ~~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)~~