MEETING DAYDATETIME:AM/PM If Executive Session, post START TIME:Re-open to Public? YES or NO SUBJECT of Executive Session:	Town Cle Meetings enter time date Stamp Web calendar	Agendas enter time date Stamp scan post TC binder E-confirmation WEB upload WEB Calendar
Location Room (CHECK AVAILABILITY)	Town Clerk Dat	e & time Stamp
Board/Committee AGENDA DUE BEFORE:		
Signature of Chair/or designated Authority		
MEETING DAYDATETIME:AM/PM If Executive Session, post START TIME:END:Re-open to Public? YES or NO SUBJECT of Executive Session:	Town Cle Meetings enter time date Stamp Web calendar	erk use only Agendas enter time date Stamp scan post TC binder E-confirmation
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