

MEETING DAY_____DATE_____TIME: _____AM/PM

If Executive Session, post START TIME:_____ END:_____Re-open to Public ? YES or NO

SUBJECT of Executive Session:_____

Location

Room (CHECK AVAILABILITY)

Board/Committee

AGENDA DUE BEFORE:

Signature of Chair/or designated Authority

Town Clerk use only

Meetings

enter time
date Stamp
Web calendar

Agendas

enter time
date Stamp
scan
post TC binder
E-confirmation
WEB upload
WEB Calendar

Town Clerk Date & time Stamp

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