



All meeting **notices and agenda** must be filed and time stamped in the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays)

Board or Committee		
Date & Time		
Meeting Location <u>Public building:</u> building & Room <u>All others:</u> full Address		
Name of Chairman or Authorized Person		Date:

AGENDA

Please list below the topics the chair reasonably anticipates will be discussed at the meeting

[illegible]



Town Clerk Date/ Time Stamp

Town of North Brookfield

Minutes

Board or Committee	
Date & Time	
Meeting Location	
Members Present	
Members Not Present	

The meeting was called to order at _____ and adjourned at _____

Minutes from the _____ meeting were reviewed & approved as written.

Meeting Motions / Actions and Summary of Discussions:

List of Documents and Other Exhibits used at Meeting:

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Minutes respectfully submitted by: _____

Minutes Approved by Committee on: _____

Chairman Signature: _____