



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)

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: _____