

TOWN GOVERNMENT STRUCTURE COMMITTEE
First Regular Meeting
September 7, 2016 @ 7:30 pm
Wheeler Library
Agenda

Call to order by temporary chair

Reintroduction of committee members

Handouts

Election of Permanent Chair: establish and e-mail agenda, including Town Clerk 24 hrs prior to meeting.
Maintain focus and move agenda.

Election of Vice-chair: assume the duties of the chair in her/his absence

Election of Secretary: take minutes and distribute to membership and file with Town Clerk w/in 1 week

Review charge as outlined by First Selectman, noting report requested by end of February.

Establish and prioritize research necessary and action.

Confirm meeting schedule as bi-weekly through February.

NOTE: Library has been confirmed for alternate Wednesdays through February.

Key must be picked up previous day.

Must leave by rear door and lock.

Return key following day.

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