

Select Board Subcommittee Meeting Minutes

Subcommittees serve in an advisory capacity only and does not take final action on behalf of the Select Board.

Subcommittee Name: _____

Parent Board: Select Board

Date: _____

Time: _____

Location: _____

Names of Attendees

Subcommittee Members: _____

Staff/Consultants: _____

Public: _____

Meeting Called to Order: By: _____ at _____

Purpose of Meeting

(Briefly describe the purpose/scope of the subcommittee meeting)

Summary of Subject Matter Discussed

(Summarize key topics discussed)

Next Steps / Action Items

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Public Comment (if applicable)

Time of Adjournment: _____

- Motion by: _____
- Seconded by: _____
- Vote: _____

Certification

I hereby certify that these minutes are a true and accurate record of the subcommittee meeting.

- Recorded by: _____
- Date: _____