Call to Order, Roll Call
Approval Meeting Minutes

Administrative
• Organization of Committee (what positions are necessary/roles of position):
  • Secretary (REQUIRED to create/distribute the agenda/record and type minutes AND Post ALL Meetings with the Town Clerk’s office – at least 48 hours prior to a Public Meeting)

GOALS/OBJECTIVES:
• Review and discuss concerns relating to the Comprehensive Zoning Ordinance and Map.
• Provide input and recommendations for modifications to the current proposal.
• Decide how to document input and recommendations. This should be in writing and forward via email/or word doc.
• Town Council or Planning Board can accept/reject any/all recommendations

Communications
• Action Items - Discuss
• Comment/Concerns – How will these items be documented? Who will these items be submitted to

Next Scheduled Meeting: (Discussion on when to meet and how often – create a calendar of upcoming meetings)

OTHER BUSINESS
Any other matters which the Chairman did not reasonably anticipate at the time of posting the meeting

ADJOURNMENT