



[COMMITTEE NAME]

Meeting Minutes

[DATE]

[TIME]

[MEETING ROOM, BUILDING, ADDRESS]

**Present:** [LIST MEMBERS]

**Absent:** [LIST SWORN MEMBERS]

*(OMIT AUDIENCE ATTENDANCE IN MINUTES)*

**1. Opening**

Chair [FILL IN] opened the meeting at [x:xx p.m.]

**2. Regular Business**

- A. Approval of Meeting Minutes – The meeting minutes from the [Body's] [\_\_\_\_, 2019] meeting were reviewed and approved by a vote of [x-x], with [amendments?].
- B. [Other Regular Agenda Items]

**3. New/Special Business [or other applicable agenda items]**

- A. Hearing on Application by [John Doe] for [ABC]

[Describe application, hearing process and testimony, if any, other documentary evidence, comments from the public, if any]

A motion to close the hearing was made and seconded and approved by a vote of [x-x].

*i. Deliberations on Application by [John Doe] for [ABC]*

Members of the [Body] discussed the application. [Specifically, \_\_\_\_\_]

Member [name] made a motion to [description. Ex: approve the request]. [Name] seconded the motion.

The [Body] voted [x-x] to approve the motion. The motion was [approved/denied].

- B. Deliberations on Draft [XYZ] Policy

[Name] read the draft [XYZ] Policy. The [Body] Members discussed the policy. [Specifically, \_\_\_\_\_.]



Members of the public [raised issues/expressed concerns/expressed support/expressed opposition.] [Specifically, \_\_\_\_.]

The [Body] agreed to [take action/take up the draft XYZ Policy at its next meeting]. [Describe motions or votes, if any.]

C. Executive Session Concerning [Describe Permitted OML Purpose – contact Town Manager Office for language]

Chair [Name] announced that the [Body] would be entering executive session to discuss [permitted OML purpose and, if required, “as an open meeting may have a detrimental effect on the bargaining or litigating position of the public body”]. Chair further announced that the [Body] would / would not] reconvene in open session following the conclusion of executive session.

It was moved and seconded to enter executive session. The [Body] voted in the following manner to enter executive session:

[Name]: [aye/nay]

[Name]: [aye/nay]

[Name]: [aye/nay]

**[EXECUTIVE SESSION MINUTES KEPT SEPARATELY]**

At the conclusion of the executive session, it was moved by [Name] and seconded by [Name] to exit executive session. The [Body] then voted in the following manner on the motion:

[Name]: [aye/nay]

[Name]: [aye/nay]

[Name]: [aye/nay]

**4. Adjournment**

At [x:xx] p.m., it was moved and seconded to adjourn the meeting. The motion was approved [unanimously].

**Documents and Exhibits Used During this Meeting**

- Meeting minutes of \_\_\_, 2019;
- Application for ABC; and
- Draft XYZ Policy



***ALL** documents used **MUST** be listed under this title – links to public documents is no longer an acceptable form of documentation*