

Committee Name

Month/Day/Year

Minutes

Pursuant to notice duly filed with the Town Clerk, the [*Committee Name*] convened in a meeting both in-person at PHYSICAL ADDRESS in the LOCATION and via Zoom (if there is a virtual component) at *TIME* on *DATE*.

CALL TO ORDER

Chair (name of chair) called the meeting to order at [*MEETING START TIME*]

CLERK confirmed that the members present were NAME MEMBERS both physically present and via zoom. (this confirmation has to be made out loud if any members are attending virtually)

APPROVAL OF [*AGENDA ITEM REQUIRING A VOTE*]

Upon a Motion duly made and seconded, it was (unanimously) or (by a vote of 3 to 2 etc.)

VOTED: [*EXACT LANGUAGE OF THE MOTION*]

[*if virtual, then roll call vote*]

Mr.X Aye

Ms. Y Nay etc.

DRAFT REPORT REVIEW [*NAME OF REPORT LISTED IN AGENDA*]

Summary of review. Add points made by committee members in summary format.

DISCUSSION OF [*NAME OF ITEM LISTED IN AGENDA*]

Summary of discussion with enough detail that someone not present at the meeting would know what happened.

PUBLIC COMMENT

List any public comments made or state that none were provided.

State the [*TIME*] that the meeting adjourned.

MEETING MATERIALS

LIST ALL MATERIAL distributed or discussed at the meeting.

- Provide as much detail about the document you are referencing as possible.
- It's good practice to include referenced documents as attachments to the minutes.
- If using a link, provide, in addition to the name and date of the document, the full path name of the electronic version (for example: <https://concordma.gov/1180/Select-Board> rather than [Select Board](#) or [Here](#) so that the document may be located from a printed copy of the minutes which is the official record of the meeting or if the link subsequently becomes inoperative.