



[COMMITTEE NAME] AGENDA
(if joint meeting list all Boards/Committees)
[DATE]
[TIME]
[MEETING ROOM, BUILDING, ADDRESS]

To Participate Remotely:

From a computer, please click on the link below to join the public meeting

Webinar: [PLEASE PROVIDE ZOOM LINK HERE]

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I. **Regular Business**

1. Review of meeting minutes from [prior meeting date]
2. [other regular agenda items like reports]

II. **New/Special Business**

3. Hearing on Application by [John Doe] for [ABC]
4. Deliberations on Draft [XYZ] Policy

III. **Consent Items**

5. [List each consent item separately]

Additional materials can be found here [LINK to docushare – if applicable]

*The listed agenda items are those reasonably anticipated by the Chair. Not all items may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need, including as much detail as you can and include a way we can contact you if we need more information. Please allow advance notice. Send an e-mail to **manager@actonma.gov** or call Town Manager's Office (978)929-6611*

For more information about [Committee Name] contact [email] or [phone #]