

# MEETING AGENDA

Emergency Services Facilities Building Committee Regular Meeting

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Location: Town Office Building

Date: 5/2/2024

Time: 6:30 p.m. (1830 hours)

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## AGENDA DETAILS

### I. INTRODUCTIONS

Who we are, what will our contributions be.

### II. NEW BUSINESS

- a. Election of officers
- b. Mission statement / goals
- c. Meeting structure –
  - i. Set up how the meetings will be run – voting members, setting priorities, public input, who do we report to and lots more– we will build that out as a team.
- d. Time line, deliverables – can we commit to time/date goals on solid answers.
- e. Best day and time to meet, best location
- f. Keeping the public informed – post the minutes, make a statement.
- g. Recording secretary

### III. OLD BUSINESS

- a. None

### IV. CONCLUSION

- a. Next steps

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