

**CITY OF BARRE
PUBLIC BODY MEETING MINUTES**

Committee/board/task force: _____

Date of meeting: _____ **Location of meeting:** _____

Members in attendance: _____

Members absent: _____

Others in attendance: _____

Topic(s) Discussed (use additional sheets as necessary):

Action items (use additional sheets as necessary):

1) Motion: _____

Mover/Second: _____

Result of vote (how many yes, how many no, pass, didn't pass): _____

2) Motion: _____

Mover/Second: _____

Result of vote (how many yes, how many no, pass, didn't pass): _____

3) Motion: _____

Mover/Second: _____

Result of vote (how many yes, how many no, pass, didn't pass): _____

Meeting adjourned: Mover/Second: _____ **Time:** _____

Next meeting date/time/location (if known): _____

Person filing minutes: _____ (signature)