

Meeting Minutes

MGL c. 30A ss. 18-25 The final version of the minutes of a meeting of a public body after approval by that public body must be permanently retained.

Board or Committee:

Date of Meeting (mm/dd/year):

Time of Meeting (am/pm):

Location:

Attendees:

Discussion Items:

List of documents and/or exhibits considered to be part of the official record of the meeting:

Meeting adjourned: