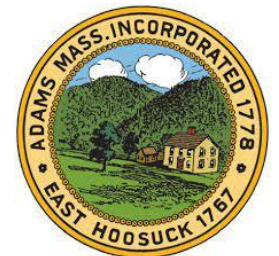




Christine Hoyt

Vice Chair, Board of Selectmen, Town of Adams
choyt@town.adams.ma.us



Building the Meeting Agenda

- Agenda Item
- Timing
- Type of Meeting
- Content Experts
- Supporting Materials or Technology
- Planning Ahead
 - Annual Items
 - Topics that require multiple meetings

Sample Planning Document

Date	Board/Committee	Time	Type	Location	Agenda Item	Subject Matter Expert/Presenter
3/31/2021	BOS	6:15 PM	Workshop	Town Hall	FY22 Budget Overview/Budget Books distributed	Town Administrator and Town Accountant
3/31/2021	BOS	6:15 PM	Workshop	Town Hall	Marijuana Bylaws Review	Community Development, Town Counsel
4/7/2021	Fin Comm	5:00 PM	Deadline	Town Hall	Budget Books distributed	Town Administrator and Town Accountant
4/7/2021	BOS	7:00 PM	Meeting	Town Hall	2021 Town Election information	Town Clerk
4/7/2021	BOS	7:00 PM	Meeting	Town Hall	Marijuana Bylaws - request to Planning Board	Community Development
4/21/2021	BOS	7:00 PM	Meeting	Town Hall	Set Town Meeting Date	BOS
4/21/2021	BOS	7:00 PM	Meeting	Town Hall	Open Town Meeting Warrant	BOS
4/21/2021	BOS	7:00 PM	Meeting	Town Hall	Appointment of DPW Seasonals	Town Administrator and DPW Supervisor
4/21/2021	BOS	7:10 PM	Public Hearing	Town Hall	National Grid Pole Relocation Request: XYZ Street	National Grid rep
4/27/2021	BOS	5:30 PM	Meeting	Visitor Center	Approval of FY22 Budget	BOS
4/27/2021	Fin Comm	6:30 PM	Meeting	Visitor Center	Approval of FY22 Budget	Finance Committee
5/3/2021	Town Election	7:00 AM – 7:00 PM	Elections	Memorial Building	Town Elections	Town Clerk
5/5/2021	BOS	7:00 PM	Meeting	Town Hall	Reorganization of Board/Election of Chair and Vice Chair	BOS
5/5/2021	BOS	7:00 PM	Meeting	Town Hall	Close Town Meeting Warrant - May 6, 2021 (reminder)	BOS
5/5/2021	BOS	7:00 PM	Meeting	Town Hall	Open Elected Positions	Town Clerk
5/19/2021	BOS	7:00 PM	Meeting	Town Hall	Set FY22 Transfer Station Rates	Tax Collector and Town Administrator
5/19/2021	BOS	7:00 PM	Meeting	Town Hall	Town Meeting Warrant finalized	Town Administrator, Town Accountant, BOS
5/20/2021	Fin Comm	6:00 PM	Meeting	Visitor Center	Town Meeting Warrant finalized	Town Administrator, Town Accountant, Fin Comm
5/24/2021	TA Office	n/a	Warrant	n/a	Send Town Meeting Warrant to Printer	Town Accountant
6/2/2021	BOS	7:00 PM	Meeting	Town Hall	Finalize Union Contract	Town Administrator, BOS
6/16/2021	BOS	7:00 PM	Meeting	Town Hall	Annual Appointments	Town Administrator, Board Chair
6/21/2021	Town Mtg	6:00 PM	Meeting	Memorial Building	Town Meeting	Moderator, Town Administrator, Board Chair, Dept Heads, Counsel
7/7/2021	BOS	7:00 PM	Meeting	Town Hall	FY20 Audit Presentation	Town Accountant and Auditor
7/21/2021	BOS	7:00 PM	Meeting			
8/4/2021	BOS	7:00 PM	Meeting			
8/18/2021	BOS	7:00 PM	Meeting			
9/1/2021	BOS	7:00 PM	Meeting	Town Hall	One-Day License for Annual Event	Event Organizers
9/8/2021	BOS	6:00 PM	Workshop	Town Hall	Tax Classification Information	Town Assessor
9/15/2021	BOS	7:10 PM	Public Hearing	Town Hall	Tax Classification Hearing	Town Assessor, BOS
10/6/2021	BOS	7:00 PM	Meeting	Town Hall	Set Halloween Hours	BOS
10/20/2021	BOS	7:00 PM	Meeting			
11/3/2021	BOS	7:00 PM	Meeting	Town Hall	Winter Parking Ban	BOS, Town Administrator, Police Chief, DPW Supervisor
11/17/2021	BOS	7:00 PM	Meeting	Town Hall	Holiday Parking	BOS
12/1/2021	BOS	7:00 PM	Meeting	Town Hall	Annual License Renewals	BOS Licensing Subcommittee, Town Counsel
12/15/2021	BOS	7:00 PM				

Sample Planning Document

Date	Board/Committee	Time	Type	Location	Agenda Item	Subject Matter Expert/Presenter
3/31/2021	BOS	6:15 PM	Workshop	Town Hall	FY22 Budget Overview/Budget Books distributed	Town Administrator and Town Accountant
3/31/2021	BOS	6:15 PM	Workshop	Town Hall	Marijuana Bylaws Review	Community Development, Town Counsel
4/7/2021	Fin Comm	5:00 PM	Deadline	Town Hall	Budget Books distributed	Town Administrator and Town Accountant
4/7/2021	BOS	7:00 PM	Meeting	Town Hall	Marijuana Bylaws - request to Planning Board	Community Development
4/21/2021	BOS	7:00 PM	Meeting	Town Hall	Set Town Meeting Date	BOS
4/21/2021	BOS	7:00 PM	Meeting	Town Hall	Open Town Meeting Warrant	BOS
4/27/2021	BOS	5:30 PM	Meeting	Visitor Center	Approval of FY22 Budget	BOS
4/27/2021	Fin Comm	6:30 PM	Meeting	Visitor Center	Approval of FY22 Budget	Finance Committee
5/5/2021	BOS	7:00 PM	Meeting	Town Hall	Close Town Meeting Warrant - May 6, 2021 (reminder)	BOS
5/19/2021	BOS	7:00 PM	Meeting	Town Hall	Town Meeting Warrant finalized	Town Administrator, Town Accountant, BOS
5/20/2021	Fin Comm	6:00 PM	Meeting	Visitor Center	Town Meeting Warrant finalized	Town Administrator, Town Accountant, Fin Comm
5/24/2021	TA Office	n/a	Warrant	n/a	Send Town Meeting Warrant to Printer	Town Accountant
6/21/2021	Town Mtg	6:00 PM	Meeting	Memorial Building	Town Meeting	Moderator, Town Administrator, Board Chair, Dept Heads, Town Counsel

After the Meeting

- Signature Items
- Timely Notifications
 - New hires
 - Committee Appointments
 - Applicants
- Future Agenda Items

Dear Applicant:

I apologize for sending an email, as I would prefer to be making contact by phone. However, we have just wrapped up our Board meeting and the hour is late. This evening, we have made a conditional offer to another candidate. If that offer should not be accepted, the Board of Selectmen would reconvene and deliberate further. I wanted to be sure to send this notice to you as we did have two media outlets attending our meeting, and I felt strongly that you should hear it from me directly that a conditional offer has been issued. Please feel free to contact me directly if you should have any questions. I, the entire Board of Selectmen and our Town Administrator, appreciate your interest in the Town of Adams.

Sincerely,
Christine

Christine Hoyt

Dear Applicant:
I am pleased to inform you that your appointment to XYZ Board was confirmed at the Board of Selectmen's meeting earlier this evening. I have copied [insert staff member] who will be in touch with you soon to provide you with the meeting schedule and any relevant materials to get you started. In the meantime, please schedule a time to be sworn in by the Town Clerk. Thank you for applying and agreeing to serve your community in this capacity. We look forward to working with you.

Sincerely,
Christine

Christine Hoyt
Chair, Board of Selectmen
Town of Adams