

# Town Board Meeting Agenda

[Date], [Time]

## 1. Call to Order

Chairperson calls the meeting to order.

## 2. Roll Call

Attendance is recorded by the secretary.

## 3. Approval of Minutes

Review and approve the minutes from the previous meeting.

## 4. Public Comment

Members of the public may address the board on any issue not on the agenda. (Time limit: 3 minutes per speaker)

## 5. Reports

### a. Mayor's Report

Updates and announcements from the mayor.

### b. Treasurer's Report

Financial status and budget updates.

### c. Committee Reports

Updates from various committees.

## 6. New Business

Discussion and possible action on new agenda items.

### a. [Agenda Item 1]

Description of the first new business item.

b. [Agenda Item 2]

Description of the second new business item.

## 7. Old Business

Discussion and possible action on items previously discussed.

a. [Old Agenda Item 1]

Update and discussion on the first old business item.

b. [Old Agenda Item 2]

Update and discussion on the second old business item.

## 8. Adjournment

Motion to adjourn the meeting.