



TOWN OF SOUTHBURY

501 Main Street South
Southbury, Connecticut 06488
(203) 262-0600

TO: All Town Agencies
FROM: Lynn Dwyer, Town Clerk
DATE: October 2, 2017

In order to reserve meeting space in any Town building, the below form should be completed and returned to the Town Clerk's office by December 1, 2017.

FOI Statutes require this filing is to be done at least thirty (30) days before the agency convenes any meeting for the year 2018.

MEETING SCHEDULE - 2018

| | |
|----------------|-----------------|
| JANUARY _____ | JULY _____ |
| FEBRUARY _____ | AUGUST _____ |
| MARCH _____ | SEPTEMBER _____ |
| APRIL _____ | OCTOBER _____ |
| MAY _____ | NOVEMBER _____ |
| JUNE _____ | DECEMBER _____ |

Time of Meeting: _____ Room Preference: _____

Agency _____

Signature _____

Chairman or Secretary

Title

Date Signed: _____