

MEMORANDUM

TO: Mayor Jones and Members of the Board
FROM: Randi Gallivan, Town Clerk
DATE: January 18, 2018
RE: **Proposed Calendar – 2018**

Below is a proposed meeting and events calendar for 2018. It includes one regularly scheduled Board meeting per month. The Board can always add a second meeting if needed, or even schedule special Board meetings. The proposed meetings are generally on the third Thursday of each month, the exception being the December meeting which is traditionally held on the second Thursday of the month.

The reason for selecting the third Thursday for the proposed regular meeting is twofold. First, the financial statements for the prior month can be completed for that meeting. Second, due to holidays and lack of business, the first meeting of the month is frequently canceled.

Not scheduling regular meetings for the first Thursday of each month provides an opportunity for Board members to take turns meeting with their respective constituents at the Fire Station.

January 4	Canceled
January 18	Regular meeting
February 1	Ward/At-large meeting
February 15	Regular meeting
March 1	Ward/At-large meeting
March 15	Regular meeting
April 3	Board election
April 5	Cancel
April 19	Regular meeting
May 3	New Board/Community meeting
May 5	Spring Clean-up
May 17	Regular meeting
June 7	Ward/At-large meeting (cancel during the summer?)
June 21	Regular meeting
July 4	July 4 th Parade and Picnic
July 5	Cancel
July 19	Regular meeting
August 2	Ward/At-large meeting (cancel during the summer?)
August 16	Regular meeting
September 6	Ward/At-large meeting
September 15	Fall Clean-up
September 20	Regular meeting
October	Chili Cook-off
October 4	Ward/At-large meeting
October 18	Regular meeting
October 31	Trunk-or-Treat
November 1	Ward/At-large meeting
November 15	Regular meeting
December 13	Regular meeting