



TOWN OF SOUTHURBY

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

TO: All Town Agencies
FROM: Alice Maisano, Town Clerk
DATE: October 2, 2023

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, 2023.

FOI Statutes require this filing is to be done at **least thirty (30) days before the agency convenes any meeting for the year 2024.**

MEETING SCHEDULE - 2024

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

Time of Meeting: _____ Room Preference: _____

Board or Commission _____

Signature _____

Chairman or Secretary

Title

Date Signed: _____