



TOWN OF SOUTHBURY

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

TO: All Town Agencies

FROM: Southbury Town Clerk

In order to reserve meeting space in any Town building for the next year, this form should be completed and returned to the Town Clerk's office by December 1 of the current year.

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

MEETING SCHEDULE FOR (please specify the year)

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: _____