

Town of Lexington

MINUTES TEMPLATE

[Insert Name of Board/Committee]
Minutes of Meeting of *[insert date of meeting]*

A meeting of the *[insert name of board/committee]* was held on *[insert day, date, time]* at *[insert name and address of meeting location, including room number]*. A quorum of ___ was present.

Members Present: *[Insert names of members present]*

Members Absent: *[Insert names of absent members]*

The meeting acted on the following items:

[Include a summary of discussion on each agenda item, list of documents and other exhibits used at the meeting, decisions made and actions taken at each meeting, including record of all votes.

- I. Approval of prior meeting minutes.
- II. Reports of Committee – liaisons, etc.
- III. Town meeting Article
- IV. License Applications
- V. Old Business

The following documents/exhibits used at the meeting are attached:

- 1.
- 2.
- 3.

Consideration should be given to:

- Indicate any participation by remote participation –
- Indicate if meeting was recorded

Respectfully Submitted,

, Scribe