SHELBURNE COMMUNITY PRESERVATION COMMITTEE

**Wednesday, December 13, 2023 at 3:00 p.m.**

**Shelburne Town Hall**

**51 Bridge Street**

**Meeting Agenda**

1. Introductions
2. What the Committee will be doing over the next year
3. Mechanics of setting up a new town board
   1. Election of Officers
   2. Who will post meetings, take minutes, etc.
   3. Record-keeping system
   4. Meeting frequency and schedule
   5. Board contact information
4. Review of Open Meeting Law, Public Records Law, quorum requirements, conduct
5. Review of town bylaws that created the Community Preservation Committee and passed the CPA
6. Review of the Community Preservation Act (CPA) legislation
7. Schedule next meeting date: 2-hour training with Community Preservation Coalition
8. Other items unanticipated