

To all Board and Committee chairs:

We are trying to standardize agendas and remind folks to allow sufficient time for posting. Legally, the agenda must be posted 48 hours in advance of a meeting, not counting weekends and holidays. Typically this means the agenda should be sent 3 working days before the meeting so there is time to post it. Please designate upstairs or downstairs as opposed to 1st floor and 2nd floor when stating the meeting place; there has been some confusion as to which floor is what (depending on whether you are in the police door parking lot or the upstairs parking lot). Stating "Select Board Meeting Room, upstairs, Town Hall," leaves no mystery. The website needs a text file (not a pdf); send it to hinsdaleweb@gmail.com. The town clerk needs a hard copy of the agenda to be posted in town hall. If the agenda isn't posted legally on the website and posted 48 hours before the meeting time, the meeting is not valid.

Please check the list below and be sure your board or commission is listed correctly and let me hear back if there are corrections to be made, please.

Board of Assessors meets at 9:30am on the first Tuesday of the month AND 6:30pm on the third Wednesday after the first Tuesday of the month

Board of Health meets: 4th Tues each month at 4:30pm

Conservation Commission meets: 2nd Tuesday evening of each month at 6:00pm

Council on Aging meets 1st Monday morning of each month at 5:30pm

Finance Committee meets 1st Thurs of month at 7:00pm

Hinsdale Public Library Board meets first Tuesday each month at 6:30pm at Library

Lake Management Committee meets 2nd Tuesday of each month at 5:00pm

Planning Board meets 1st Tuesday of each month at 6:30pm

Select Board Meets 2nd and 4th Wednesday of each month at 7:00pm

Water & Sewer Committee meets as needed

Water & Sewer Department meets by appointment

Veterans Agent meets last Wednesday of each month from 2:30-4:00pm or by appointment

Zoning Board of Appeals meets as needed

Naming the agenda or minutes file: Please name as follows: date in numbers then board or committee, then what it is. Save as word document, please (example: 2019-4-24-FinanceAgenda). Don't use Hinsdale in the title; all the postings/notices are for Hinsdale boards and committees.

Just list agenda items, please don't use numbered lists (ex: 1. Minutes, 2. New business); numbered lists don't transfer easily to the website. Ditto bulleted items. For some reason they don't copy over properly and make formatting gnarly. Also, please remember to send **approved** minutes as a document file to the Administrative Asst. as well as to the town clerk and to the website for posting.

If there are any questions, let Lynne know, please. Thanks.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Coun. on Aging 5:30	Library 6:30pm Planning Bd 6:30		Finance 7pm		
		Assessors 9:30am Lake Mgt 5pm Conserv. Com 6	Select Bd 7pm			
			Assessors 6:30			
		Fourth Tuesday Bd of Health 4:30	Select Bd 7pm			
			[Last Wednesday] Veterans Agent 2-4:30			