

# TOWN OF GRANBY

## MEMORANDUM

DATE: November 24, 2015

**TO:** School Buildings Committee

**FROM:** William F. Smith, Jr., Town Manager

**REGARDING:** School Buildings Committee 1<sup>st</sup> Organizational Meeting

The first meeting (organizational) of the School Buildings Committee is scheduled for Tuesday, November 24, 2015 at 6:30 p.m. in the Police Department Community Room.

### AGENDA

1. Welcome
2. Swearing Committee Members into Office (B. Scott Kuhnly, First Selectman)
3. Review Freedom of Information Act (William F. Smith, Town Manager)
4. Review Commission Charge
5. Election of Officers
6. Set Regular Meeting Dates
7. Adjournment