



Nice Matters!

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**Town Clerk /  
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December 10, 2019

**MEMO TO:** Matt Zapp, Town Manager  
**FROM:** Rhonda C. Ferebee, Town Clerk  
**SUBJECT:** 2020 Official Meeting Schedules

The Board of Commissioners is asked to approve the official regular meeting schedules for 2020 for the Board of Commissioners, and the Planning Board at the December 10 meeting.

The proposed meeting schedules are consistent with the current meeting schedules whereby the Board of Commissioners meets monthly on the second Tuesday of the month at 6 pm and the Planning Board meets monthly on the fourth Monday of the month at 6 pm, with two exceptions:

- the May 2020 Planning Board meeting would be held on Monday, May 18, the third Monday in May, to avoid a conflict with the Memorial Day holiday, and
- the December 2020 Planning Board meeting would be held on Monday, December 21, the third Monday in December, to avoid a conflict with the Christmas holiday.

I will be happy to answer any questions about the meeting schedules at the December 10 meeting.