

**NOTICE OF MEETING**  
**MEETING AGENDA**  
Town of Heath  
**Heath Building Use Committee**  
Virtual Meeting  
December 14, 2020. 6pm

**Join Zoom Meeting:** <https://us02web.zoom.us/j/81422458024>

Meeting ID: 814 2245 8024 Password: N/A

**Call In:** 1-646-558-8656

Meeting ID: 814 2245 8024 Password: N/A

**Virtual Conference Meeting Policy:** Dial into meeting on time, if possible; Introduce yourself; state if you are recording; put computer/telephone on mute; email comments beforehand.

**AGENDA**

1. Call Meeting to Order / Identification of Callers	<b>5 min</b>
2. Review Agenda	<b>5 min</b>
3. Introductions & Ice Breaker	<b>20 min</b>
4. Appointment of Permanent Chair	<b>10 min</b>
5. Appointment of Recording Secretary	<b>10 min</b>
6. Review of current building use, schedules, active needs, documents & procedures for use	<b>30 min</b>
7. Set Regular Meeting Schedule	<b>10 min</b>
8. Schedule site visit to town buildings (decide if necessary)	<b>10 min</b>
9. Public Comments	<b>10 min</b>
10. Address Issues not Reasonably Anticipated 48hrs in Advance / Adjorn	<b>5 min</b>

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Posted by Barbara Travers, Interim Chair, on 12/8/20, 9:00 a.m.