

**Proctor Town Office Study Committee
Special Meeting
December 16 - 6:30 PM
Town Office Meeting Room
Agenda**

- I. Call to Order**
- II. Review and Approve Agenda**
- III. Committee Organization**
 - Elect Chair
 - Elect Vice Chair
 - Elect Recorder
 - Adopt Regular Meeting Schedule
 - Designate Notice Posting Locations (Town Office, Post Office & Library)
 - Designate Newspaper of Record (Rutland Herald)
- IV. Review Selectboard December 4, 2015 Meeting Minutes**
- V. Committee Operating Policies and Procedures**
- VI. Deficiencies – Present Town Office**
- VII. Options Investigated To Date**
- VIII. Brainstorm Possible Options**
- IX. Action Items/Responsible Persons**
- X. Adjourn**