

HOLLIS-BROOKLINE COOP BUDGET COMMITTEE  
Thursday, February 11, 2021

Zoom Information:

<https://zoom.us/j/94070433933?pwd=aDZOM3A2WjNEdmtrMGY3QW5ReGkrZz09>

Meeting ID: 940 7043 3933

Passcode c0UbpA

**6:30p I. Call to Order**

- Agenda Adjustments
- Appointment of Meeting Observer
- Public Input

**6:35p II. General Business**

- BC Recommendations on Warrant (Petitions)
- Annual Meeting information

**7:05p III. Announcements**

**7:10p IV. Process Observer Readout**

**7:15p V. Adjournment**

**Meeting Observer Schedule:**

<b>Month</b>	<b>Process Observer/Time Keeper</b>
<b>Apr</b>	Raul
<b>May</b>	Tom
<b>Jun</b>	Dave
<b>Jul</b>	n/a
<b>Aug</b>	Matt
<b>Sep</b>	Lorin
<b>Oct</b>	Cindy
<b>Nov</b>	Raul
<b>Dec</b>	Dave
<b>Jan</b>	Tom
<b>Feb</b>	Brian

### **Meeting Norms**

Start/End on time - unless an extension motion is made and passed, meeting ends at the stated adjournment time as posted in agenda

Attendance is expected at all regular meetings - Chair should be notified of absences, late arrivals, and early departures

Follow agenda - Chair will provide "draft" agenda for committee review no later than 3 days before scheduled meeting

All members' voices are heard

One person speaks at a time--no side conversations

Assume positive intent

Comments should be generally limited to the agenda topic under discussion

Everyone does their "homework" and comes prepared

Members who miss meetings are responsible for material missed

Participants are encouraged to use "Point-of-Order" request of the Chair for procedural challenges

### **Correspondence Parameters**

Public requests for information should be sent to the Chair and all BC members.

Correspondence received by the Chair and BC from the public will be shared publicly at the meeting subsequent to its receipt.

If documents that were previously made public are available to satisfy a request for information, that information will be made available as soon as practical.

Working files and draft documents are not required to be publicly disclosed per RSA 91:A