



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 24-204

Agenda Date: 11/12/2024

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

I. Council Action Requested.

To set the Council's meeting schedule for December where only one (1) regular meeting will be held on December 10, 2024, the second Tuesday of the month, and to schedule a special meeting on Thursday, December 12, 2024, at 5:00 PM to be held in executive session to discuss a personnel matter. The regular meeting typically held on the fourth Tuesday of the month, will be canceled as it is Christmas Eve.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Pursuant to Section 1 of the Council Rules of Procedure "regular meetings of the Town Council shall be held in the Community Center at 6:00 P.M., current time, on the first through fourth Tuesdays of each calendar month," and
- b. Also pursuant to Section 1 of the Council Rules of Procedure "the date of any regular meeting may be changed by an order or resolve passed at the previous meeting upon the vote of five members of the Council, provided, however, that said change in date will still provide for at least one regular meeting in each month."

III. Issue Summary.