



## *Town of Monterey Memorandum*

**TO:** All Departments, Boards and Committees

**FROM:** Select Board

**DATE:** 3/24/21

**SUBJ:** Approved minutes

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Whereas, the Town of Monterey through its Select Board intends to identify the procedure for submitting approved meeting minutes;

The Select Board hereby adopts the following policy:

All approved minutes of every Town of Monterey board and committee shall be sent via email to the Town Administrator ( [admin@montereyma.gov](mailto:admin@montereyma.gov) ) and the Town Clerk ( [clerk@montereyma.gov](mailto:clerk@montereyma.gov) )

Please feel free to contact us should you have any questions regarding this policy.

Sincerely,

Donald Coburn, Chair  
Monterey Select Board

Steven Weisz

John Weingold