

# Memorandum

**To:** Linda Bettencourt, City and Town Clerk  
**From:** Mary Bartolotta, Chair Woodrow Wilson Building committee  
**Date:** 4/6/2016  
**Re:** Special Meeting of the Building Committee

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The Woodrow Wilson Building Committee will hold an organizational meeting on Tuesday, May 24, 2016 at 7 p.m. in Room 208 of the Municipal Building.

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Woodrow Wilson Building Committee  
Agenda

May 24, 2016  
7 p.m.

1. Meeting called to order at 7 p.m.
2. Organization Meeting:
  - A. Determine meeting schedule, day, time and location
  - B. Vote on Rules of Order (Robert's Rules or some other)
3. Discussion of the Project, including items for the next agenda.
4. Meeting Adjourns.

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