

## Danby Special Organizational Meeting

March 3, 2022 7:00 PM Town Office 130 Brook Road

1. Appoint Officers
  - a. Chair
  - b. Vice Chair
  - c. Road Commissioner (s)
  - d. Warrant and check signers
  - e. Person to record Executive Session minutes.
2. Set Day, Time, Place and Format of meetings.
3. Designate 3 or more places to post Warnings, Notices, Agendas, etc.
4. Designate official Newspapers/Media.
5. Appoint person to record minutes.
6. Appoint Town Attorney.
7. Other Business found necessary when met.