

**BUILDING MANAGEMENT & OVERSITE COMMITTEE**  
***ORGANIZATIONAL MEETING***

**THURSDAY, JANUARY 19, 2006**  
**IMMEDIATELY FOLLOWING THE**  
**ENERGY MANAGEMENT BUILDING COMMITTEE MEETING**  
IN Room 104  
AT SHELTON CITY HALL  
54 Hill Street, Shelton, CT

**AGENDA**

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- ◆ **CALL OF THE MEETING**
- ◆ **PLEDGE OF ALLEGIANCE**
- ◆ **PUBLIC PORTION**
- ◆ **AGENDA ITEMS**

**ITEMS**

1. **COMMITTEE MEETINGS TO BE GOVERNED BY ROBERTS RULES OF ORDER**
  2. **ELECTION OF THE CHAIRMAN OF BUILDING MANAGEMENT & OVERSITE COMMITTEE**
  3. **ELECTION OF THE VICE CHAIRMAN OF BUILDING MANAGEMENT & OVERSITE COMMITTEE**
  4. **APPOINTMENT OF CLERK**
  5. **2006 MEETING SCHEDULES**
  6. **ESTABLISH COMMITTEE OBJECTIVES AND PRIORITIES**
  7. **DISCUSSION AND REVIEW OF COMMUNITY CENTER ROOF**
- ADJOURNMENT**

**A G E N D A**

**1. COMMITTEE MEETINGS TO BE GOVERNED BY ROBERTS RULES OF ORDER**

**MOVE THAT ALL MEETINGS SHALL BE CONDUCTED UNDER AND GOVERNED BY PARLIAMENTARY PROCEDURE AS DEFINED BY ROBERT'S RULES OF ORDER.**

*A G E N D A*

**2. ELECTION OF THE CHAIRMAN OF THE BUILDING MANAGEMENT & OVERSITE COMMITTEE**

**MOVE TO NOMINATE \_\_\_\_\_ FOR THE CHAIRMAN OF THE BUILDING MANAGEMENT & OVERSITE COMMITTEE.**

**MOVE TO CLOSE NOMINATIONS AND THE SECRETARY BE AUTHORIZED TO CAST ONE UNANIMOUS BALLOT FOR THE ELECTION OF \_\_\_\_\_ AS CHAIRMAN OF THE BUILDING MANAGEMENT & OVERSITE COMMITTEE.**

*A G E N D A*

**3. ELECTION OF THE VICE CHAIRMAN OF BUILDING MANAGEMENT & OVERSITE COMMITTEE**

**MOVE TO NOMINATE \_\_\_\_\_ FOR THE VICE CHAIRMAN OF BUILDING MANAGEMENT & OVERSITE COMMITTEE.**

**MOVE TO CLOSE NOMINATIONS AND THE SECRETARY BE AUTHORIZED TO CAST ONE UNANIMOUS BALLOT FOR THE ELECTION OF \_\_\_\_\_ AS VICE CHAIRMAN OF BUILDING MANAGEMENT & OVERSITE COMMITTEE.**

**A G E N D A**

**4. APPOINTMENT OF CLERK**

**MOVE TO APPOINT \_\_\_\_\_ AS CLERK OF BUILDING MANAGEMENT & OVERSITE COMMITTEE.**

**THE CLERK SHALL BE RESPONSIBLE FOR THE FOLLOWING:**

- **CREATE THE MEETING AGENDAS AND FILE WITH THE TOWN CLERK**
- **RECORD AND TYPE MINUTES**
- **PROVIDE COPIES OF THE MINUTES TO:**

**Town Clerk  
All Committee Members  
Mayor Mark A. Laretti  
Brigitte Plucienik, Clerk, Board of Aldermen**

**Email copy of agenda and minutes to Rudy Skowronski for posting on the City of Shelton Internet Web pages.**

**A G E N D A**

**5. 2006 MEETING SCHEDULES**

**MOVE THAT BUILDING MANAGEMENT & OVERSITE COMMITTEE MEET EVERY 3<sup>RD</sup> THURSDAY OF THE MONTH BEGINNING JANUARY 19, 2006 AT 8:00 PM IN ROOM 104 AT SHELTON CITY HALL, SHELTON, CT.**

<b>City of Shelton Building Mgmt &amp; Oversight Committee 2006 Meeting Schedule</b>	
January	19
February	16
March	16
April	20
May	18
June	15
July	20
August	17
September	21
October	19
November	16
December	21

***A G E N D A***

**6. ESTABLISH COMMITTEE OBJECTIVES AND PRIORITIES**

***A G E N D A***

**7. DISCUSSION AND REVIEW OF COMMUNITY CENTER ROOF**

**ADJOURNMENT**