

**Town/City of \_\_\_\_\_**  
**Project No.**  
**Description**

**Date of public meeting and time**  
**Location**

**Minutes**

**Present:**

{Names of those from municipality and ConnDOT}

{Names of those from consultants}

{Names of “stakeholders” or committee members}

**Presentation:** {Describe presentation(s) given and by whom}

{Also use bullets to simplify points}

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**Public Comments and Questions:** {Don't try to write down every single thing said -- just the main ideas of each speaker's statement. Provide names of those speakers who are elected officials or who have a stated affiliation. Use bullets to simplify statements/points made and any responses given.}

Example:

Those commenting were:

- A resident commented that...
  - ...Response: ...
- A bicycle/pedestrian advocate testified that:
  - ...
  - ...Response:
- John Smith, Executive Director of the ...testified that...and submitted a letter with comments and recommendations addressed to the Mayor.

**Adjournment:** {“The meeting was adjourned at ...”}

After the Meeting

- Type up the minutes as soon as possible after the meeting, required to be posted on the internet within 7 business days.