



January 3, 2022

To: Chairs of Town of Colrain Boards, Committee, and Departments

It's time to file an annual report detailing membership and 1-3 paragraphs explaining accomplishments, activities in progress, and future plans. The following are elements that may be used as a template.

1. Date
2. Name of committee
3. Name of chair and committee members
4. The objective of the committee
5. Summary of recent accomplishment and activities
6. Activities in progress and upcoming events
7. Financial

Please email me your report (Word document format) **by February 4, 2022.**

Let me know if you have any questions. You can email me or call at 413-624-4729. Please note my office hours are M, Tu, W, 8 am – 4 pm.

Thank you in advance,

Betsy

Betsy Shuipis