



# MEETING NOTICE

TOWN OF NORTH READING, MASSACHUSETTS

235 North Street, North Reading, MA 01864

[Click here for Website Calendar](#)



Town Clerk's Time Stamp

48-hour notice effective when time-stamped

**PUBLIC BODY:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Add additional Board/Committee above if joint meeting*

**MEETING PLACE:** \_\_\_\_\_

\_\_\_\_\_

*Municipal Building*

\_\_\_\_\_

*Room Name or Number*

\_\_\_\_\_

*Street Address [required if not municipal building]*

**DAY:** \_\_\_\_\_

\_\_\_\_\_

**DATE:** \_\_\_\_\_

\_\_\_\_\_

**TIME:** \_\_\_\_\_

\_\_\_\_\_

**SIGNED:** \_\_\_\_\_

\_\_\_\_\_

*Chairman / Secretary [or other authorized representative] & Title*

**DATE:** \_\_\_\_\_

\_\_\_\_\_

Notice of every meeting of a local public body must be filed and time-stamped with the Town Clerk's Office at least 48 hours prior to such meeting (excluding Saturdays, Sundays and legal holidays) and posted thereafter in accordance with the provisions of the Open Meeting Law, MGL 30A §§18-25 (Ch.28-2009). Such notice shall contain a listing of topics the Chair reasonably anticipates will be discussed at the meeting.

## AGENDA

*[Listing of topics reasonably anticipated by the Chair -- Changes to the agenda must be processed through the Town Clerk's Office]*

Complete the form then save the file locally. Once saved, send the file as an attachment to: [meetingnotice@northreadingma.gov](mailto:meetingnotice@northreadingma.gov)

**ADA Accessibility:** The Town of North Reading invites participation by everyone and does not discriminate on the basis of disability. The Town is committed to providing accessible services, programs, meetings, and documents. To request reasonable accommodation to participate in this meeting, you are encouraged to contact its organizers. Should you need further assistance, please contact ADA Coordinator Lil Hartman: [townadministrator@northreadingma.gov](mailto:townadministrator@northreadingma.gov) / 978-357-5210.