HEADING A		Town Cler	k's Time Stamp
TO	MEETING NOTICE WN of NORTH READING, MASSACHUSETTS 235 North Street – North Reading, MA 01864		
PUBLIC BODY:			
-	Add additional Board /Committee if joint meeting	48-hour notice eff	ective when time-stamped
MEETING PLACE:			
	Municipal Building	Room N	ame or Number
-	Street Address		
DAY:	DATE:	TIME:	am / pm
SIGNED:		DATE:	
(Chairman, Secretary or other authorized representative		

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]