



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

*48-hour notice effective when time-stamped*

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

Room Name or Number

*Street Address*

**DAY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ am / pm

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

[illegible]