

Town of Lexington
Meetings of Public Boards & Committees subject to
Massachusetts Open Meeting Law

TEMPLATE for
Notice of Public Meeting/Agenda

From: *[insert name of submitter & title]*
To: Donna Hooper, Town Clerk
RE: Meeting of the *[insert board/committee name]*
Date: *[insert date submitted]*

A meeting of the *[insert name of board/committee]* will be held on *[insert day, date, time]* at *[insert name and address of meeting location, including room number]*.

The Agenda for the meeting is anticipated to be:

- I. Approval of prior meeting minutes.
- II. Reports of Committee – liaisons, etc.
- III. Town meeting Article
- IV. License Applications
- V. Old Business

NOTE: Notice of meetings of public boards and committees must be received by the Town Clerk's Office no later than 48 hours before any meeting, excluding Saturday, Sunday, and holidays. Notices may be sent via email to clerkpostings@lexingtonma.gov, via US Mail, or interoffice mail. Postings submitted by email must be received no later than **60 hours** (*between 8:30 a.m. – 4:30 p.m.*) before any meeting to be assured of timely posting or shall be preceded by telephone call to the Town Clerk's Office for notice of impending public notice. Confirmation of receipt of all email notices requesting meeting postings will be made by the Town Clerk's Office.

It is the responsibility of all notice submitters to confirm posting on the internet – checking the town's public meeting calendar - if email confirmation is not received before 48 hours to any such meeting.