**TOWN OF LAKEVILLE**

*Town Clerk’s Time Stamp*

*received & posted:*

*48-hr notice effective*

*when time stamped*

**MEETING POSTING**

**& AGENDA**

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 §18-22 (Ch. 28-2009).** Such notice shall contain a listing of topics the Chair reasonably anticipates will be discussed at the meeting.

|  |  |
| --- | --- |
| Name of Board or Committee: |  |
|  |  |
| Date & Time of Meeting: |  |
|  |  |
| Location of Meeting: |  |
|  |  |
| Clerk/Board Member posting notice: |  |

Cancelled/Postponed to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (circle one)

Clerk/Board Member Cancelling/Postponing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **AGENDA**

*Please be aware that this agenda is subject to change. If other issues requiring immediate attention of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ arise after the posting of this agenda, they may be addressed at this meeting.*