

## Town of North Brookfield

# Meeting Posting & Agenda

Pursuant to MGL Chapter 30A, § 18-25

All meeting notices and agenda must be filed and time stamped in the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays)

Board or Committee	
Date & Time	
Meeting Location <u>Public building</u> : building & Room <u>All others:</u> full Address	
Name of Chairman or Authorized Person	Date:

#### AGENDA

Please list below the topics the chair reasonably anticipates will be discussed at the meeting



## Town of North Brookfield

### Minutes

Board or Committee	
Date & Time	
Meeting Location	
Members Present	
Members Not Present	

The meeting was called to order at \_\_\_\_\_\_ and adjourned at \_\_\_\_\_\_

Minutes from the \_\_\_\_\_\_ meeting were reviewed & approved as written.

Meeting Motions / Actions and Summary of Discussions:

List of Documents and Other Exhibits used at Meeting:

- •
- •
- •

Minutes respectfully submitted by: \_\_\_\_\_\_

Minutes Approved by Committee on: \_\_\_\_\_\_

Chairman Signature: \_\_\_\_\_