

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: _____