**MEETING NOTICE**

**BOARD / COMMITTEE NAME**

**Date of Meeting:**

**Time of Meeting:**

**Place of Meeting:**

**AGENDA:**

1. **Old Business**
2. **New Business**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chairman**

**Agenda items:** A list of topics the chair reasonably anticipates will be discussed at the meeting should be listed on the agenda. Amend as necessary.

**Preferred method of posting with the Town Clerk’s Office:**

Email to [townclerk@tewksbury-ma.gov](mailto:townclerk@tewksbury-ma.gov) Monday - Friday by 3:30 PM.

**PLEASE DO NOT** e-mail postings to a specific staff person in the Town Clerk’s Office. This account is shared by all town clerk staff and periodically checked throughout the day. This will ensure that your posting will be processed despite individual work schedules or vacations.

**Posting:**Notices and agendas are to be posted 48 hours in advance of the meeting **excluding** Saturdays, Sundays and legal holidays. Please keep in mind the Town Clerk’s hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. Monday –Friday by 3:30 PM

Once we post your meeting, we will respond to your e-mail indicating that it has been posted on the official meeting calendar on the front page of our municipal website [www.tewksbury.](http://www.tewksbury.)info

At that point, you should check the website to be sure your meeting was posted correctly.  **If you do not get an e-mail from us, or if your meeting was not posted correctly, please contact us as soon as possible**

If you are down to the wire to comply with the 48 hour notice, please call the Town Clerks Office at 978-640-4355 to inform us that you have emailed the posting so we can assist you with compliance.