



Meeting postings must be received by Town Clerk's Office by 5:00 PM - Monday through Friday



POSTED BY TOWN
CLERK'S OFFICE:
Date: _____
Time: _____
Member of Town Clerk's Office: _____

TOWN OF MIDDLEBOROUGH
OFFICIAL MEETING POSTING FORM

- e. Authors
- f. Calendar
- g. Hotel and Restaurant Listings
- h. Printing-Number of Copies

9. Fall and Winter Events

- a. Oliver Estate Schedule
 - i. Re-Enactment
 - ii. Christmas-
 - iii. Suggestions
 - 1. Teas,
 - 2. Lighted House Tour
 - 3. Lights in the Garden
 - 4. Cocoa and cookies etc.
- b. 250th Celebration Events/Venues/250th Edition Brochure
- c. Tree Lighting
- d. Funding Sources

10. Volunteers

11. Billing: Purchases, Reimbursements, Refunds & Invoices

12. Correspondence

13. Next Meeting

14. Adjourn

Pursuant to MGL Chapter 30A, § 18-25,

a public body shall post notice of every meeting at least 48 hours prior to the meeting, excluding Saturdays, Sundays and legal holidays. Notice shall be printed in a legible, easily understandable format and shall contain the date, time and place of the meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting.

Meeting postings must be received by Town Clerk's Office by 5:00 PM - Monday through Friday



TOWN OF MIDDLEBOROUGH
OFFICIAL MEETING POSTING FORM

POSTED BY TOWN

CLERK'S OFFICE:

Date: _____

Time: _____

Member of Town Clerk's Office:

Pursuant to MGL Chapter 30A, § 18-25,

a public body shall post notice of every **meeting at least 48 hours prior to the meeting, excluding Saturdays, Sundays and legal holidays**. Notice shall be printed in a legible, easily understandable format and shall contain the date, time and place of the meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting.

Meeting postings must be received by Town Clerk's Office by 5:00 PM - Monday through Friday