

The following is a template to be used by all boards, committees, and commissions when posting a meeting notice. Please be sufficiently specific when describing what is anticipated to be discussed, and especially specific if you anticipate a vote to be taken.



**AGENDA**  
**for the**  
**NAME of BOARD**  
***Date***  
**Location**  
**Starting Time**

### **EXECUTIVE SESSION**

- State reason from the list of exemptions from Ch. 30a. Section 21.

### **PUBLIC HEARINGS**

- Summarize Legal Notice

### **APPROVAL of MINUTES**

- List Dates of Meetings.

### **CORRESPONDENCE**

- List Senders Separately

### **OLD BUSINESS**

- List Each Topic Separately

### **NEW BUSINESS**

- List Each Topic Separately

### **ITEMS NOT REASONABLY ANTICIPATED BY THE CHAIR 48 HOURS IN ADVANCE OF THE MEETING**

### **MEMBER REPORTS**

### **STAFF REPORTS**

### **NEXT MEETING**

### **AJOURNMENT**

Any person with a disability who wishes to attend this public meeting and needs a reasonable accommodation, please contact the ADA Coordinator at 978-352-5755 or [mfarrell@georgetownma.gov](mailto:mfarrell@georgetownma.gov).