

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 [opacheco@georgetownma.gov](mailto:opacheco@georgetownma.gov).