

**Town of Lexington**  
**Meetings of Public Boards & Committees subject to**  
**Massachusetts Open Meeting Law**

**TEMPLATE for**  
**Notice of Public Meeting/Agenda**

From: *[insert name of submitter & title]*  
To: Clerkpostings@lexingtonma.gov  
RE: Meeting of the *[insert board/committee name]*  
Date: *[insert date submitted]*

A meeting of the *[insert name of board/committee]* will be held on *[insert day, date, time]* at *[insert name and address of meeting location, including room number]*.

**Agenda**

- I. Approval of prior meeting minutes.
- II. Reports of Sub-committees/liaisons.
- III. Current Business
- IV. License Applications
- V. Member Concerns

**NOTE:** Notice of meetings of public boards and committees must be received by the Town Clerk's Office no later than **48 hours** before any meeting, excluding Saturday, Sunday, and holidays. Notices must be sent via email to: [clerkpostings@lexingtonma.gov](mailto:clerkpostings@lexingtonma.gov). Meeting notice submittals are preferred **3 business days** before a meeting to insure a timely posting. Postings within **4 hours of the 48 hour deadline must be preceded by a telephone call to the Town Clerk's Office**. When a meeting has been posted on the Town's website, email confirmation is sent by the Town Clerk's Office.

It is the responsibility of the submitter of a meeting posting to confirm the posting on the Town's public meeting calendar.

**Reminder:** *Town Clerk's Office Hours are Mondays, Wednesdays and Thursdays 8:30 a.m. to 4:30 p.m., Tuesday 8:30am-7:00pm and Friday 8:30am-1:00pm.*