



PUBLIC NOTICE POSTING REQUEST TO OFFICE OF TOWN CLERK

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(Please check all appropriate boxes)

BOARD/COMMITTEE/ORGANIZATION: Capital Planning Committee

X MEETING

DAY of WEEK/DATE: 18 January 2024

TIME: 7:00 AM

ADDRESS: **X** Newbury Municipal Offices, 12 Kent Way, Byfield, MA 01922

ROOM: **X** Newbury Municipal Offices, 2nd Floor Hearing Room

PURPOSE: Regular meeting of the Capital Planning Committee

SUBMITTED BY (Name & Title): Marshall Jespersen, Chairman.

All meeting notices must be filed and time stamped in the town clerk's office and posted on the municipal bulletin board 48 hours prior to the meeting in accordance with MGL Ch. 30A, § 18-25.

This may not include Saturdays, Sundays or legal holidays. Newbury Municipal Offices are open Mon., Wed., Thurs. 8-4 and Tuesday from 8-7, closed Fridays.

Faxed or Emailed postings must reach the Clerk's office during business hours 48 hours prior to the meeting.

MEETING NOTICES WILL ALSO BE POSTED ON THE TOWN WEBSITE (www.townofnewbury.org)

Agenda: (Edit as appropriate, use additional pages if needed)

- Call to Order
- Roll Call, establish a forum
- Review and approve of minutes of previous meeting
- Continuation of a capital request from the Newbury DPW relative to HVAC for the Newbury Elementary School.
- Other Business
- Next meeting date
- Adjourn

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Note: The matters listed above are those reasonably anticipated by the Chair to be discussed at the meeting. This Agenda may be updated or revised after initial posting. Not all items listed may in fact be discussed, and other items not listed may be brought up for discussion to the extent permitted by law.