PUBLIC NOTICE POSTING REQUEST
TO OFFICE OF TOWN CLERK

(Required to select all appropriate boxes)

BOARD/COMMITTEE/ORGANIZATION: Finance Committee

- MEETING
- PUBLIC HEARING

DAY of WEEK/DATE: Tuesday, February 4, 2020
TIME (AM/PM): 7:00 PM

ADDRESS: ■ Newbury Municipal Offices, 12 Kent Way, Byfield, MA 01922
- Newbury Firemen’s Hall, 3 Morgan Avenue, Newbury, MA 01951
- Newbury Town Library, 0 Lunt Street, Byfield, MA 01922
- Other: ____________________________________________________________
  (please specify building name/address)

ROOM: ■ Newbury Municipal Offices, 2nd Floor Hearing Room
- Newbury Municipal Offices, 2nd Floor Reception Area
  (when applicable, provide room name)

PURPOSE: Monthly Meeting

SUBMITTED BY (Name and title): Jennifer Goodwin – Administrative Assistant

ALL PUBLIC NOTICE POSTING REQUESTS MUST BE FILED WITH THE TOWN CLERK AND TIME STAMPED AT LEAST
48 HOURS PRIOR TO THE MEETING TIME FOR POSTING ON THE MUNICIPAL BULLETIN BOARD (in accordance with
the provisions of MGL 30A §18-25). Note: 48 HOURS PRIOR TO THE MEETING DOES NOT INCLUDE ANY HOURS ON A
SATURDAY, SUNDAY OR LEGAL HOLIDAY. MUNICIPAL OFFICES ARE CLOSED ON FRIDAYS.

Newbury business hours are Monday/Wednesday/Thursday 8AM-4PM and Tuesday from 8AM-7PM. Faxed or e-mailed
postings must reach the Town Clerk’s office during business hours 48 hours prior to the meeting, not including the days noted above.
MEETING NOTICES WILL ALSO BE INCLUDED ON THE TOWN OF NEWBURY’S (www.townofnewbury.org) WEBSITE.

Agenda

(See Attached)

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.
• Call to Order,
• Roll Call, establish a quorum.
• Review and approve of minutes of January 7th meeting.
• Town Administrator’s report.
• Committee Reports
• Other Business
• Citizen’s concerns
• Communications
• Set meetings up to Annual Town Meeting (28 April 2020).
• Adjourn