



Town of Newbury
12 Kent Way
Municipal Town Offices
Byfield, MA 01922
Phone: 978-465-0862
Fax: 978-572-1228

**PUBLIC NOTICE POSTING REQUEST
TO OFFICE OF TOWN CLERK**

(Required to check all appropriate boxes)

BOARD/COMMITTEE/ORGANIZATION: _____

☐ **MEETING**

☐ **PUBLIC HEARING**

DAY of WEEK/DATE: _____ **TIME (AM/PM):** _____

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

☐ **Newbury Town Library, 0 Lunt Street, Byfield, MA 01922**

☐ **Other:** _____
(please specify building name/address)

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

☐ **Other:** _____
(when applicable, provide room name)

PURPOSE: _____

SUBMITTED BY (Name & Title): _____

All Public Notice Posting Requests Must Be Filed With The Town Clerk and 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 Priorprior to the Mmeeting, not including the days noted above.

MEETING NOTICES WILL ALSO BE INCLUDED ON THE TOWN OF NEWBURY'S (www.townofnewbury.org) WEBSITE.

Agenda:

Call to Order

Public Hearings (list)

Other Business (list)

Review of Meeting Minutes (list)

Executive Session (list)

Adjourn

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.