



Office of the Town Clerk  
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## **PUBLIC MEETING POSTING POLICY**

Every Public Body (i.e. Boards, Committees, including Ad Hoc Committees) must post an agenda for their meetings **at least 48 hours prior** to the scheduled start of the meeting. The 48 hours does not include Saturdays, Sundays or holidays. The official posting location for Hubbardston is the public meetings calendar on the town website [www.hubbardstonma.us](http://www.hubbardstonma.us)

### **HOW TO POST A MEETING:**

All Boards/Committees must email agendas to the Town Clerk during office hours; Mondays 8am-5pm, Tuesday – Thursday 8am-4pm (closed on Friday). Postings received outside of those hours will be posted when the office is open for business. Remember to plan accordingly – if an agenda being sent for posting does not meet the 48hour requirement, the Town Clerk will let you know. Once an agenda has been posted, you will receive an email confirmation; do not assume your agenda has been posted otherwise.

### **DEADLINES FOR MEETING POSTINGS:**

Monday meetings must be posted by Thursday  
Tuesday meetings must be posted by Thursday  
Wednesday meetings must be posted by Monday  
Thursday meetings must be posted by Tuesday  
Friday meetings must be posted by Wednesday

### **WHAT GOES ON THE AGENDA?**

Agendas **MUST** include the following:

- 1.) Name of the Public Body
- 2.) Date, time and physical location of the meeting
- 3.) All subjects expected to be discussed

Please note that the Attorney General has ruled that agendas must provide specific details. For example, an agenda item of “Review ANR Plans” should be further detailed to include name and property address of the applicant; “Appointments” should be further detailed to include who is being appointed, for what position and length of term.

For more information visit [www.mass.gov/ago](http://www.mass.gov/ago) or contact the Town Clerk. An example agenda is attached. Please email the town clerk if you’d like a word version that can be edited  
[tclerk@hubbardstonma.us](mailto:tclerk@hubbardstonma.us)



TOWN OF HUBBARDSTON

Board/Committee Name

Date of meeting

Time of meeting

Location of meeting (i.e. Slade Building, 7 Main St., Hubbardston)

AGENDA:

Call to Order

Attendance

Review and approve meeting minutes

- Add date of meeting minutes to be reviewed

Review and sign the following documents:

- List any documents that may need to be signed/reviewed

Discussions

Old Business

- List any old business item

New business

- List any new business items

Any other item not reasonably anticipated within 48 hours of the meeting

Next Scheduled Meeting: List next meeting date

Adjournment

**\*\*JUST AN EXAMPLE; PLEASE CHECK OUT OTHER AGENDAS ON THE WEBSITE AND FIND A WAY THAT FITS WITH YOUR BOARD/COMMITTEE'S NEEDS\*\***