



TOWN OF PAXTON

Carol L. Riches

Town Administrator

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To: All Town Boards and Committees

From: Carol Riches, Town Administrator

Re: Meeting Posting Policy

Date: March 7, 2011

Effective immediately, we will put in place a policy for all Meeting Agenda Postings:

All agenda postings will be delivered to the Town Clerk by one of the following means:

- 1) Emailed to sstone@townofpaxton.net, with "a return receipt request"
- 2) Mailed to the Town Clerk
- 3) Placed in the Town Clerk's mail slot
- 4) Handed personally to the Town Clerk

In all methods (2) through (4) a copy of the posted agenda initialed and dated by the Town Clerk will be provided to the person submitting the posting. **The person submitting the posting is responsible for obtaining this receipt 48 hours prior to the time and date of the meeting.**

The Town Clerk will be responsible for posting the agendas outside her office and on the Town's website www.townofpaxton.net 48 hours prior to the meeting.

All Open Meeting Laws should be adhered to at all times and in particular the 48 hours rule for all postings, with attention being given to the fact that Saturdays, Sundays and Legal Holidays do not count towards the 48 hours. The Open Meeting Laws can be found at <http://www.mass.gov/ago/openmeeting>.

This Policy accepted by the Board of Selectmen at a Regular Meeting scheduled Monday, March 7, 2011.

The Town of Paxton is an Equal Opportunity Employer