

MEETING NOTICE
TOWN OF LYNNFIELD
(As required by MGL Chapter 30, sections 18-25)

Town Clerk Date Stamp

Board/Committee Name: Senior Citizen Advisory Committee

Day/Date: Wednesday, April 18

Time of Meeting: 5:30 PM

Location: Lynnfield Senior Center

AGENDA

1. Review & Approval of Minutes (February)
2. Discussion of ideas for improved senior property tax relief
3. Review Draft Survey Questions
4. Update on Recreation Committee
5. Discussion of Next Steps for Subcommittees
6. Public Comment

Per the Open Meeting Law:

All meeting notices and agendas¹ are to be posted, by the board or committee, **48 hours in advance of the meeting** - *excluding Saturdays, Sundays, and legal holidays*. The OML guidelines also require the posting to be submitted early enough to allow adequate time for posting before the deadline. As such, please keep in mind the Town Clerk's office hours of operation, and make necessary arrangements to be sure your posting is submitted accordingly (do not wait until the deadline). The Clerk's Office will confirm via email that a meeting notice has been received.

Meeting Time	Monday 7-9am	Tuesday 7-9am	Wednesday 7-9am	Thursday 7-9am	Friday 7-9am
To Clerk's Office	Wednesday 3:30pm	Thursday 3:30pm	Friday 12:00 noon	Monday 3:30pm	Tuesday 6:00pm
Meeting Time	Monday 5-9pm	Tuesday 5-9pm	Wednesday 5-9pm	Thursday 5-9pm	Friday 5-9pm
To Clerk's Office	Thursday 3:30pm	Friday 12:00 noon	Monday 3:30pm	Tuesday 3:30pm	Wednesday 3:30pm
<u>This is a general guide for submittal times that will allow for posting prior to required OML deadlines. Midday meetings should follow the 48 hr guideline with an allowance for processing time.</u>					

NOTE: The official posting locations registered with the AGs office is the locked bulletin board in the hallway next to the Clerk's office at Town Hall, and the locked bulletin board just inside the Lynnfield Police Station. Meeting notices will be posted to the town's web site as a courtesy.

1. Meeting notices must be posted in a legible, easily understandable format; contain the date, time and place of the meeting; and list all topics that the chair reasonably anticipates, 48 hours in advance, will be discussed at the meeting. The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting. Where there are no anticipated topics for discussion in open session other than the procedural requirements for convening an executive session, the public body should list "open session" as a topic, in addition to the executive session, so the public is aware that it has the opportunity to attend and learn the basis for the executive session. While not required under the Open Meeting Law, public bodies are

encouraged to make a revised list of topics to be discussed available to the public in advance of the meeting if the body intends to discuss topics that come up after posting, but before the meeting convenes.

***Please email all meeting notices to treid@town.lynnfield.ma.us AND
dhammerbeck@town.lynnfield.ma.us***