

NOTICE – OFFICIAL POSTING LOCATION FOR ALL MEETING NOTICES (940 CMR 29.03(2)(b)2

Effective January 2, 2018, the Town of Lynnfield's website will be the official posting location of meeting notices, as voted and approved by the Board of Selectmen at the duly posted meeting of Monday, November 20, 2017. Only those meeting notices posted by the Town Clerk's office will be considered legal notices.

To comply with the Open Meeting Law, hard copies of meeting notices will still be available for viewing during normal business hours of Town Hall, outside the Town Clerk's office inside the glassed bulletin boards.

To view Lynnfield meeting notices via the town's website as posted by the Town Clerk office, log onto www.town.lynnfield.ma.us Once on the website, from the home page, you have three ways of viewing a meeting notice. 1) click on the Board / Committee tab. Once you located the appropriate board / committee, click again. Agendas will be listed on the right hand side of the screen half way down the page. 2) from the home page, click on the "Minutes & Agendas" link located under "Quick Links" near the bottom of the home page. From there you will have to click on the appropriate board / committee and the agendas can be found on the right hand side of the screen, half way down. 3) from the home page, you can click on the "Town Calendar" button. If you know the date of the meeting, locate the date on the calendar. From the date, you can click on the appropriate agenda link, which will direct you to a link to view the agenda in a PDF format.

In addition to Lynnfield's meeting notices available on the website, there are also regional meeting notices that can be accessed via their official posting location.

Reading Municipal Light Department - meeting notices are posted through the Town of Reading, using their procedure for posting public meetings on their website (<https://www.readingma.gov/>). The meeting notice is also distributed (via fax or email) to each of the other three towns served so that they can post the meeting as well at least 48 hours in advance of the meeting. The meeting agendas are always posted on the RMLD website under Meetings (Agenda's and Minutes) at least 48 hours in advance of the meeting. Additionally, included on the RMLD website are the dates of all upcoming meetings in the News and Announcements Section, the Events Calendar and in the Meetings section of our website.

Essex Regional Retirement System - official and updated notices may be found at the ERRS website (www.essexregional.com) by accessing the Latest News and Announcements, Calendar or Meeting Agenda link of the website.

Essex North Shore Agricultural & Technical School District – official and updated notices may be found at the school's website – <http://www.essextech.net/postings>

Regional Meetings such as:

Peabody Municipal Lighting
Berkshire Wind Power Cooperative
Mystic Emergency Planning Committee
Northeast MA Mosquito Control
Dept of Public Utilities

can be found on the Lynnfield's Town Website under Board and Committees. These agendas will be posted individually to the link that has been set up, and hard copies will be posted outside the Town Clerk's office in the glassed bulletin boards.