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Date: 06/7/2019  
Time: 2:59 pm  
Member of Town Clerk's Office:  
EDG

TOWN OF MIDDLEBOROUGH  
**OFFICIAL MEETING POSTING FORM**

NAME OF PUBLIC BODY: **Community Preservation Committee**

DAY AND DATE OF MEETING: **Wednesday, June 12, 2019**

TIME OF MEETING: **7 P.M**

MEETING LOCATION: **Selectmen's Room, Middleborough Town Hall, 10 Nickerson Avenue**

MEMBER OF PUBLIC BODY POSTING MEETING: **Kimberly E. French, Chair**

**AGENDA**

- 1. CALL TO ORDER**
- 2. CPA 101 PRESENTATION:** Stuart Saginor, Executive Director, CPA Coalition
- 3. MINUTES** of 12/13/18, 1/14/19, 2/11/19, and 4/27/19 meetings
- 4. OLD BUSINESS**
  - A. Planning process: meetings with town boards and potential applicants
- 5. NEW BUSINESS:**
  - A. Letters of interest for At Large positions
  - B. Renewal of consultant's contract
  - C. Accounts payable
  - D. Correspondence
- 6. SCHEDULE NEXT MEETING**
- 7. ADJOURNMENT**

Pursuant to MGL Chapter 30A, § 18-25,

a public body shall post notice of every meeting at least 48 hours prior to the meeting, excluding Saturdays, Sundays and legal holidays. Notice shall be printed in a legible, easily understandable format and shall contain the date, time and place of the meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting.

Meeting postings must be received by Town Clerk's Office by 5:00 PM - Monday through Friday



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**EFFECTIVE MARCH 2019**

**STEP 1**      REQUEST THE FACILITY (must be done **BEFORE** submitting the agenda to be posted)

- ❖ Send an email request to [townfacilityreservation@middleborough.com](mailto:townfacilityreservation@middleborough.com) requesting use of location (to be posted on the new website Town Calendar).

Include the following:

- Name of public body requesting facility
- Date
- Time (start and expected duration if possible)
- Facility/space being requested
- Use of MCCAM equipment in Board of Selectmen Meeting Room (*Optional*)

**A confirmation will be emailed in return if the space is available. (If the public body has voted meeting dates for the year, requests may be submitted all at once.)**

**STEP 2**      E-MAIL AGENDA TO THE TOWN CLERK'S OFFICE FOR POSTING

- ❖ Send an email and meeting agenda to the Town Clerk's Office to the following **NEW EMAIL ADDRESS:** [meetingpostings@middleborough.com](mailto:meetingpostings@middleborough.com)
  - The Town Clerk's Office will send a confirmation e-mail in return with the meeting notice signed in and time/date stamped. **Please call the office at (508) 946-2415 if you do not receive a confirmation e-mail.**
  - The Town Clerk's office will attach a PDF copy of your stamped/signed agenda to the meeting posting on the new website Town Calendar.

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- Attached please find the **NEW Town of Middleborough Official Meeting Posting Form**. This form is a Word document with text fields. Simply click on the “type text” field box next to each heading and type in your meeting information.

**STEP 3** send copy of agenda to Karen Foye at [kfoye@mccam02346.com](mailto:kfoye@mccam02346.com) if it is training only, doesn't need to be televised, but still notify her of that otherwise she will see it on the website. Meeting **MUST** be posted at least 48 hrs before meeting!!!

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