

**Kim Gorman**

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**From:** Mary deAlderete  
**Sent:** Thursday, June 24, 2010 11:09 AM  
**To:** All Town Departments; All Boards and Committees  
**Cc:** Stephen Anderson; Nina Pickering Cook  
**Subject:** Meeting Postings After July 1st  
**Attachments:** Calendar Through Dec 2010.pdf; Agenda Example.doc

To All,

As you are aware, the new Open Meeting Law will go into effect as of July 1<sup>st</sup>, 2010.

Please note that any meeting dates you have scheduled with Andrea, while valid for location, will be invalid as a meeting posting effective July 1<sup>st</sup>. You must resend the posting with an agenda for the meeting to be valid.

We are attaching a copy of the calendar from July through December. If you see that your board/committee was previously on the calendar, please note that these are *courtesy* postings, and will not be compliant with Open Meeting Law. Therefore, if you wish to keep the posting, please send a new meeting posting WITH an agenda to our office within 48 hours of the meeting (not including Saturdays, Sundays, Holidays) to consider them a legal posting. Please also note that going forward, we will only accept meeting postings for the next meeting coming up, and we would appreciate that the posting be in *finalized* format only – in other words, no last minute agenda changes as this would be extremely difficult to keep up.

Email is the preferred method to:

[clerk@acton-ma.gov](mailto:clerk@acton-ma.gov)

The basic format/template for an agenda is also attached. Please use this or a similar format. We are looking for minimalist, as we do not have much space allotted to us.

We want you to know that we understand your frustration, and we thank you for your assistance as we try to make this as smooth a transition as possible.

**PLEASE NOTE:** We will be holding Open Meeting Law Training sessions on Monday, July 12<sup>th</sup> and Wednesday, September 15<sup>th</sup> (7:00 PM) in the High School Auditorium. It is highly recommended that all board and committee members attend one of these sessions.