



OFFICE OF THE TOWN CLERK  
TOWN OF HALIFAX  
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HALIFAX TOWN CLERK

BOARD/COMMITTEE: \_\_\_\_\_

MEETING

PUBLIC HEARING

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

**NOTE:** All meeting notices must be filed and time stamped in the Town Clerk's Office and posted on the Municipal Bulletin Board no later than 48 hours in advance of meetings (excluding Saturdays, Sundays and legal holidays). Please keep in mind the Town Clerk's hours of operation and make the necessary arrangements to be sure posting is made in an adequate amount of time.

\*Per changes to the Open Meeting Law effective 7/1/2010, "A listing of topics that the Chair reasonably anticipates will be discussed at the meeting" are to be listed on the agenda.