

# Town of Mashpee

# Town Clerk



16 Great Neck Road North  
Mashpee MA 02649  
Phone # 508-539-1418  
Fax # 508-539-1428  
e-mail address msantos@mashpeema.gov

\_\_\_\_\_  
Date

Mashpee Town Hall  
16 Great Neck Road North  
Mashpee, MA 02649

In accordance with the Massachusetts General Laws, Chapter 39, Section 23A-C, regarding  
Massachusetts Open Meeting Law the

\_\_\_\_\_  
give you notice that it will meet for the purpose of acting upon such business as may come  
before it.

Day and Date of Meeting \_\_\_\_\_

Time of Meeting \_\_\_\_\_

Place \_\_\_\_\_

Chairman \_\_\_\_\_

*Windows will be closed and lights will be shut off after meeting.*

\_\_\_\_\_  
Initials

***\*\*Please keep in mind that rooms are assigned on a first come, first serve basis. Therefore, it is imperative  
that you notify this office as quickly as possible to reserve your meeting room.***

***Except in an emergency, a notice of every meeting of any governmental body shall be filed with the clerk of  
the city or town in which the body acts, and the notice or a copy thereof shall, at least forty-eight hours,  
excluding Saturdays, Sundays and legal holidays, prior to such meeting, be publicly posted in  
the office of such clerk or on the principal official bulletin board of such city or town.***