

Pursuant to MGL 30A, S 18-25 all meeting notices must be filed and time stamped in the Town Clerk's office and posted at least 48 hrs prior to a scheduled meeting (excluding Sat, Sun, & holidays)



TOWN CLERK'S STAMP

**MEETING NOTICE
NAHANT PLANNING BOARD**

MEETING TO BE HELD ON: TUESDAY, OCTOBER 17, 2017: OPENING AT: 7:30PM

LOCATION: PLANNING ROOM, BASEMENT LEVEL-TOWN HALL: 334 NAHANT RD

SIGNATURE OR AUTHORIZED PERSON & DATE: SHEILA K HAMBLETON, TREAS.10/13/17

AGENDA ITEMS

A. **Roll Call by Chairman:** RJS ___ CH ___ SH ___ MM ___ SV ___ GC ___ Vacancy ___

Guest(s) attendance: _____

B. **Regular Business:**

Administrative Responsibilities:

- Meeting Notice for agenda
- Approve any prior Meeting Minutes
- Review any Emails & Correspondence
- Update from members that sit on other committees
- Prepare for Meeting with Coast Guard Committee (per invitation)

Financial Items:

C. **Any Unfinished Business:**

- Address other future NPB projects
- Discuss Survey Project
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D. **New Business:**

Any unforeseen/unexpected business that comes after the posting of this meeting notice MAY, or MAY NOT, be included as an item to discuss. The decision to include any new business after posting rests with the chairman.

E. **Next Planning Board Meeting:** to be determined at meeting (usually meet the 1st & 3rd Tuesday evening of the month)

F. **Adjournment:** on completion of business.