

Town of Nahant



File Naming Requirements For Website Document Posting

All Town of Nahant meeting notices and meeting minute files must be properly named before they are posted on the Town’s website. Our current naming scheme has been in place for several years and is simple, strait forward easy to use once you start using it.

Please name all your **meeting notices** and **meeting minutes** documents before submitting them to the Town Clerk’s office for website posting. You may copy your particular board or committee meeting info below and reuse it over and over simply changing the (3) letter month, your (2) digit day, (4) digit year and meeting time (am or pm) each separated by a single underscore. All text is lower case, there are no commas, colons or other punctuation required except for the (4) underscores and the usual dot (.doc or .docx) after the file name.

If your board or committee is not on this list simply follow this scheme:

name or abbreviation_mon_day_year_timepm.doc For meeting minutes just change the time to minutes. Please submit your Word document (doc. or docx) whenever possible so that “accessible” PDF files can be created before being posted on the website.

Thank you for your assistance.

Board or Committee	“MEETING NOTICE” File Name	“MEETING MINUTES” File Name
Board of Assessors	assessors_jan_01_2017_730pm.docx	assessors_jan_01_2017_minutes.docx
Board of Selectmen	bos_jan_01_2017_730pm.docx	bos_jan_01_2017_minutes.docx
Council On Aging	coa_jan_01_2018_1pm.docx	coa_jan_01_2017_minutes.docx
Conservation Comm.	conservation_jan_00_2017_730pm.docx	conservation_jan_01_2017_minutes.docx
Coast Guard Housing	coast_guard_housing_jan_01_2017_7pm.docx	cg_housing_jan_01_2017_minutes.docx
Community Preserve.	cpc_jan_01_2017_730pm.docx	cpc_jan_01_2017_minutes.docx
Democratic Committee	democratic_comm_jan_01_2017_10am.docx	democratic_comm_jan_01_2017_minutes.docx
FEMA Study Committee	fema_jan_01_2017_7pm.docx	fema_jan_01_2017_minutes.docx
Finance Committee	fincom_jan_01_2017_7pm.docx	fincom_jan_01_2017_minutes.docx
Fire Station Committee	fire_station_assessment_jan_01_2017_8am.docx	fire_station_assessment_jan_01_2017_minutes.docx
4 th of July Committee	fourth_jan_01_2017_8am.docx	fourth_jan_01_2017_minutes.docx
Golf Committee	golf_jan_01_2017_730pm.docx	golf_jan_01_2017_minutes.docx
Green Committee	green_committee_jan_01_2017_7pm.docx	green_committee_jan_01_2017_minutes.docx
Historical Council	historical_jan_01_2017_10am.docx	historical_jan_01_2017_minutes.docx
Housing Authority	housing_authority_jan_01_2017_530pm.docx	housing_authority_jan_01_2017_minutes.docx
Library Trustees	library_trustees_jan_01_2017_7pm.docx	library_trustees_jan_01_2017_minutes.docx
Memorial Day Comm.	memorialday_comm_jan_01_2017_7pm.docx	memorialday_comm_jan_01_2017_minutes.docx
Youth Commission	nahant_youth_comm_jan_01_2017_8pm.docx	nahant_youth_comm_jan_01_2017_minutes.docx
Noise Abatement	noise_abatement_jan_01_2017_730pm.docx	noise_abatement_jan_01_2017_minutes.docx
Open Space Committee	open_space_jan_01_2017_7pm.docx	open_space_jan_01_2017_minutes.docx
Personnel Committee	personnel_jan_01_2017_430pm.docx	personnel_jan_01_2018_minutes.docx
Planning Board	planning_jan_01_2017_730pm.docx	planning_jan_01_2017_minutes.docx
Public Hearing	public_hearing_jan_01_2017_4pm.docx	public_hearing_jan_01_2017_minutes.docx
Board of Registrars	registrars_jan_01_2017_10am.docx	registrars_jan_01_2017_minutes.docx
School Committee	school_comm_jan_01_2017_7pm.docx	school_comm_jan_01_2017_minutes.docx
School Council	sc_june_jan_01_2017_7pm.docx	sc_june_jan_01_2017_minutes.docx