

Town of Nahant



2021

File Naming Requirements For Website Document Posting

All Town of Nahant meeting notices and meeting minute files are 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: **(2 or 3 letter) abbreviation_mon_day_year_timepm.doc**. For meeting minutes just change the time to minutes.

Thank you for your assistance.

Board or Committee	"MEETING NOTICE" File Name	"MEETING MINUTES" File Name
Board of Assessors	boa_jan_01_2021_730pm.docx	boa_jan_01_2021_minutes.docx
Board of Health	boh_jan_01_2021_730pm.docx	boh_jan_01_2021_minutes.docx
Board of Registrars	bor_jan_01_2021_10am.docx	bor_jan_01_2021_minutes.docx
Board of Selectmen	bos_jan_01_2021_730pm.docx	bos_jan_01_2021_minutes.docx
Council On Aging	coa_jan_01_2021_1pm.docx	coa_jan_01_2021_minutes.docx
Conservation Commission	cc_jan_00_2021_730pm.docx	cc_jan_01_2021_minutes.docx
Coast Guard Housing	cgh_jan_01_2021_7pm.docx	cgh_jan_01_2021_minutes.docx
Community Preservation	cpc_jan_01_2021_730pm.docx	cpc_jan_01_2021_minutes.docx
Democratic Committee	dc_jan_01_2021_10am.docx	dc_jan_01_2021_minutes.docx
FEMA Study Committee	fsc_jan_01_2021_7pm.docx	fsc_jan_01_2021_minutes.docx
Finance Committee	fac_jan_01_2021_7pm.docx	fac_jan_01_2021_minutes.docx
Fire Station Committee	fsa_jan_01_2021_8am.docx	fsa_jan_01_2021_minutes.docx
4 th of July Committee	4jc_jan_01_2021_8am.docx	4jc_jan_01_2021_minutes.docx
Golf Committee	gc_jan_01_2021_730pm.docx	gc_jan_01_2021_minutes.docx
Green Committee	gcc_jan_01_2021_7pm.docx	gcc_jan_01_2021_minutes.docx
Historical Council	hc_jan_01_2021_10am.docx	hcl_jan_01_2021_minutes.docx
Housing Authority	ha_jan_01_2021_530pm.docx	ha_jan_01_2021_minutes.docx
Library Trustees	lt_jan_01_2021_7pm.docx	lt_jan_01_2021_minutes.docx
Memorial Day Comm.	mdc_jan_01_2021_7pm.docx	mdc_jan_01_2021_minutes.docx
Municipal Vulnerability	mvp_jan_01_2021_7pm.docx	mvp_jan_01_2021_minutes.docx
Noise Abatement Committee	nac_jan_01_2021_730pm.docx	nac_jan_01_2021_minutes.docx
Open Space Committee	osc_jan_01_2021_7pm.docx	opc_jan_01_2021_minutes.docx
Personnel Committee	pc_jan_01_201_430pm.docx	pc_jan_01_2021_minutes.docx
Planning Board	pb_jan_01_2021_730pm.docx	pb_jan_01_2021_minutes.docx
Public Hearing	ph_jan_01_2021_4pm.docx	ph_jan_01_2021_minutes.docx
Republican Committee	rc_jan_01_2021_10am.docx	rc_jan_01_2021_minutes.docx
School Committee	sc_jan_01_2021_7pm.docx	sc_jan_01_2021_minutes.docx
School Council	sc_jun_jan_01_2021_7pm.docx	sc_jun_jan_01_2021_minutes.docx
Youth Commission	yc_jan_01_2021_8pm.docx	yc_jan_01_2021_minutes.docx
Zoning Board of Appeals	zba_jun_jan_01_2021_7pm.docx	zba_jun_jan_01_2021_minutes.docx

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