



Town of Rowe
FRANKLIN COUNTY
MASSACHUSETTS
01367

Settled as Myrifielfd 1763 ▪ Incorporated as Rowe 1785

321 Zoar Road
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Rowe, Massachusetts 01367
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OFFICE OF TOWN CLERK

Town of Rowe
Meeting Notice Posting Regulations

1. Except in the case of an emergency local public bodies shall file meeting notices at least 48 hours in advance of a public meeting excluding Saturday, Sundays and legal holidays. In an emergency, the notice shall be posted as soon as reasonably possible prior to such meeting. (Emergency means a sudden, generally unexpected occurrence or set of circumstances demanding immediate attention)
2. Meeting notices shall be printed in a legible easily understandable format and shall contain the date; time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. The list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed at the meeting.
3. The Town Coordinator or Administrative Assistant shall post the meeting in a manner conspicuously visible to the public at all hours on the municipal building, handicap accessible. The Town Coordinator/Administrative Assistant will note the date and time that the meeting notice was posted and will file a copy with the Town Clerk.
4. Official meeting notices must be visible to the public in the Town Clerk's office during open business hours and must also be posted in the INTERIOR of the glass enclosure located on the municipal building. As a convenience the Town Coordinator will also post meetings on the town website, www.rowe-ma.gov
5. If the Town Coordinator and Administrative Assistant are unavailable, meetings can be posted by contacting the Town Clerk during office hours or at home.

ROWE TOWN CLERK
Jennifer Morse Sprague
January 18, 2011