



PROPOSED MEETING AGENDA

140 Worcester Street, West Boylston, Massachusetts 01583

In accordance with the provisions of MGL 30A §§ 18-25

CONSERVATION COMMISSION Board / Committee Name	DECEMBER 18, 2020 Date of Notice
<u>AT THE PUBLIC HEARING SITE</u> Meeting Place	<u>0 BOWEN ST.(BETWEEN 37 AND 55 BOWEN ST., ACROSS FROM 36 BOWEN ST.)</u> Conference Room Number or Location
MONDAY, DECEMBER 21, 2020/4:00 PM Date / Time of Meeting	TOBY S. GOLDSTEIN, CLERK Clerk or Board Member Signature
<u>CANCELLED ON 12/17; NEXT MEETING 1/4/2021</u> Meeting CANCELLED or POSTPONED to:	<u>CANCELLED ON 12/17; NEXT MEETING JAN. 4, 2021</u> Date of Cancellation or Postponement

Notices and Agendas are to be posted 48 hours in advance of the meetings, excluding Saturdays, Sundays and legal holidays. Please note the hours of operation at the Town Clerk's Office to ensure that this posting will satisfy this requirement.

This is the current list of topics that the Chair reasonably anticipates will be discussed at this meeting.

**THIS MEETING IS CANCELLED DUE TO THE
SNOWY CONDITIONS PREVENTING
INSPECTION OF THE SITE; NEXT MEETING
TO TAKE PLACE ON MONDAY, JANUARY 4,
2021, AT 4:00 P.M. AT THE SAME SITE,
0 BOWEN ST. (DIRECTIONS GIVEN ABOVE)**

Save this file as Year-Month-Day-Name of Committee-Agenda [Example: 2017-10-15-ZBA Agenda.docx]
Convert the Word file to PDF (File, Export, Create PDF/XPF Document) and forward to the town Clerk's Office.

Town Clerk: TownClerk@WestBoylston-MA.gov

COMMENTS REGARDING COMPOSITION AND USE

ASSUMPTIONS

- The Meeting Agenda Template should be uniform from Board-to-Board or Committee-to-Committee
- The template should be reasonably straightforward in appearance so that readers can become accustomed to finding topical data (Committee Name; date of event; Agenda Topics) in the same place for each viewing and/or each Committee/Board
- The template should be easy to use, especially for persons not familiar with the Word conventions or by one who is not a skilled typist
- Filled in templates should be able to "translate" well to .pdf format for Web Posting
- The Town Logo will appear only on the first page, no matter how large this document becomes.

SOURCE DOCUMENTS

- Parks Commission Agenda, March 2, 2017
- Facilities Implementation & Strategic Planning Committee Agenda, April 12, 2017
- 2017 Appointed and Elected Officials Handbook

ATTRIBUTES AND OPERATIONS

- 1) This is a WORD document presented as a standardized template in table format, but with the "grid" of the table not visible except as a guide. Normal WORD typing conventions will apply. **See Illustration 1, below.**
- 2) Format: Calibri 10 Font (non-serif)
 1. Single spacing 1.0
 2. Spaces before and after paragraphs have been deleted
- 3) In the Heading section, the user fills in ABOVE the shaded title cell
- 4) In the AGENDA section, the user simply types as in a normal Word document. The typing will wrap as required.
- 5) All cells are indented from the left margin

6) To add additional rows for data entry, place the cursor in any location within the body (lower portion) of the template. From the formatting ribbon at the top of the page, select the “Home” Tab followed by “Layout” and then choose “Insert Above” or “Insert Below” the appropriate number of additional rows desired. **See Illustration 2, below.**

7) To delete extra rows, first highlight all the “extra rows” (hold shift and scroll down to include all the extra rows you wish to be rid of) and then follow the instructions in 6), except choose Delete – Delete Rows.

When the template is opened, this is what it looks like, with the lightly-shaded dotted lines. These are only for guidance for the typist, and will disappear when the final version is printed.



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Est.
Start
Time

AGENDA

TOPIC

Approval of Minutes from prior meeting

Treasurer’s Report and/or financial approvals

Illustration 1

How to modify the Table (add or delete rows)

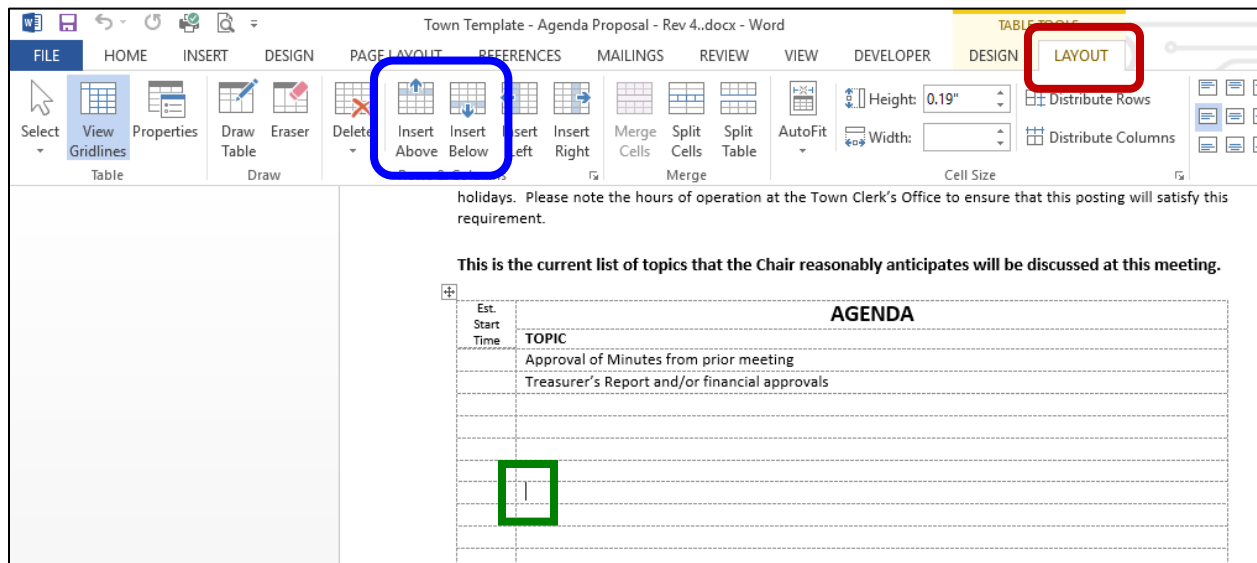


Illustration 2