Town of Reading
Meeting Posting with Agenda

RECEIVED
TOWN CLERK
READING, MASS.

2015 DEC 17 A 10:28

Board - Committee - Commission - Council:

Permanent Building Committee

Date: 2015-12-21 Time: 7:00 PM

Building: Reading Town Hall Location: Conference Room

Address: 16 Lowell Street

Purpose: General Business

Meeting Called By: Paula Schena on behalf of Chairman Gregory Stepler

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

1. Process Review

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.