



# MEETING NOTICE

## TOWN OF HAMILTON



Pursuant to MGL Chapter 30A, § 18-25  
 All meeting notices and agenda must be filed and time stamped in  
 the Town Clerk's Office and posted at least 48 hours prior to the  
 meeting (excluding Saturdays, Sundays and Holidays)

**Committee or  
Governing Body**

Finance and Advisory Committee

**Meeting Location**

Meeting Room  Address

**Day, Date and Time of  
Meeting**

Day  Date  Time

**Signature of Chairman  
or Authorized Person**

**Date**

### AGENDA

Please list below the topics the chair reasonably anticipates will be discussed at the meeting.

1. Finance Committee Reorganization  
Election of Chairman and Secretary
2. End of FY 2011 Financial Reconciliation
3. Reserve Fund Transfers
4. Other
5. Approval of meeting minutes
6. Set next meeting date