

Revised

Posted by  
Uxbridge  
Town Clerk



Town of Uxbridge

Do Not Write in this Space

MAY 21 '15 PM 2:59

Meeting

Cancellation

Board or Commission Pout Pond Recreation  
Committee

Meeting Date Tuesday, May 26th 2015

Time 6:30pm

Place Lower Town Hall Meeting  
Room, Uxbridge Town  
Hall

Authorized Signature \_\_\_\_\_

I. Call to Order

\_\_\_\_\_

II. Old Business

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. New Business

Review/Approve prior PPRC meeting minutes

Updates to signage

Procedures for petty cash purchases

Develop Mission Statement

Food vendors

Any other business which may lawfully come before the Pout Pond Recreation  
Committee

\_\_\_\_\_  
\_\_\_\_\_

IV. Executive Session

V. Adjournment

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**Meeting Postings:**

\* Except in an emergency, a public body must post notice of a meeting at least 48 hours in advance, excluding Saturday's, Sunday's and legal holidays, except in emergencies.

- \* "Emergency" is a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.
- \* In an emergency, a public body shall post notice as soon as reasonably possible prior to a meeting
- \* Notice must include date, time and place of meeting
- \* Must include listing of topics the chair reasonably anticipates will be discussed at the meeting
- \* Topics must give enough specificity so that the public will understand what will be discussed
- \* Public bodies are encouraged to update the notice when aware of new topic within the 48 hour period before the meeting
- \* Chairs should not post notices so far in advance that there is a high likelihood that new topics will arise, unless the chair updates the notice with any such new topics 48 hours in advance of the meeting