

**TOWN OF WAYLAND - TOWN CLERK'S OFFICE**  
**NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS**

Posted in accordance with the provisions of the Open Meeting Law

[www.mass.gov/ago/openmeeting](http://www.mass.gov/ago/openmeeting)

PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: 2017 COA / COMMUNITY CENTER ADVISORY COMMITTEE  
FILED BY: William Sterling  
DATE OF MEETING: Wednesday, November 29, 2017  
TIMES OF MEETINGS: 7:00 PM  
PLACES OF MEETINGS: Wayland Town Building

NOTE: Notices and agendas are to be posted at least 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in an adequate amount of time.

## AGENDA

Please note: Agenda items may not be discussed in the order listed or at times identified. Times are approximate.

Per changes to the Open Meeting Law, notice of any meeting of a public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". AG's Office guidelines state that the list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed.

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7:00 PM at Town Building-The 2017 COA/CC Advisory Committee will be guided by the following agenda:

- 1) Public Comment & Members' Response to Public Comment. (7:00 PM)
  - 2) Elect co-chairs. (7:05 PM)
  - 3) Review the updated "charge" and outline/schedule a work plan for 2018 Annual Town Meeting Warrant Article. (7:15 PM)
  - 4) Review budget of work items to be initiated and assign tasks for committee members. (7:35 PM)
  - 5) Discuss "branding" of the project. (7:45 PM)
  - 6) Topics not reasonably anticipated by the co-chairs 48 hours in advance of the meeting, if any. (8:00 PM)
  - 7) Establish date/time schedule for subsequent meetings. (8:05 PM)
  - 8) Adjourn. (8:10 PM)
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