

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
PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: PUBLIC CEREMONIES COMMITTEE

FILED BY RICHARD P. TURNER CHAIRMAN

DATE OF MEETING: November 7 2012

TIME OF MEETING: 7:00 PM

PLACE OF MEETING Town Office 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

NOTE: ITEMS MAY NOT BE DISCUSSED IN ORDER

- 7:00 PM Meeting Called To Order by Chair
- 7:15 PM Public Comment
- 7:20 PM Reading and approval of minutes from previous meeting
- 7:30 PM Reading of Correspondence /Invoices
- Old Business
- 7:35 PM 375th Update John Dyer
Report on Budget item transfer of Veterans Agent supply budget to
Public Ceremonies Committee
- 7:45 PM New Business
Planning for Veterans Day
Report of fallen Trees Due To Hurricane Sandy and Damage To Memorial
Bench in Garden
Repair of Eagle base re caulking status
Engraving of additional name on memorial
Topics not reasonably anticipated by chairman 48 hours in advance of
the meeting
- 8:30 PM Adjourn and set next meeting date

NOTE: 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. Please list those topics on the above agenda.