

**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

NAME OF BOARD/COMM: Wayland Cares Review Committee
FILED BY: Gail Shapiro
DATE OF MEETING: October 16, 2013
TIME OF MEETING: 5:00 pm
PLACE OF MEETING: 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.

5:00 pm Call meeting to order, assign minute taker
5:05 pm Welcome and introduce new Committee member, Joseph Barrett
5:15 pm Review and vote to approve/amend minutes from last meeting
5:18 pm Member concerns: Leslie, other?
5:30 pm Review outline for final report. Review the charge from Selectmen.
5:40 pm Divide outstanding research and writing tasks among Committee members (equally, if possible), so that questions asked by Selectmen are addressed, and so that other information members wish to include is covered. Decide and vote on due dates for draft, final written report, final meetings.
6:25 pm Topics not reasonably anticipated by the Chair 48 hours prior to the meeting (if any)
6:30 pm Adjourn

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. Revised Meeting Notice/June 23, 2010