

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 30, 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.

5:02 pm Discussion with invited Town officials.

5:40 pm Review first draft report; identify any gaps and determine how they will be addressed. Determine due date for final draft.

6:20 pm Review and vote to approve (or correct) minutes; Members' Concerns.

6:28 pm Topics not reasonably anticipated by the Chair 48 hours prior to the meeting (if any).

6:30pm 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