

**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 2, 2013  
TIME OF MEETING:               4:00 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.

4:00 pm	Call meeting to order; Announce whether meeting is being recorded; Assign minute taker
4:05 pm	Review to approve/accept or correct minutes of meetings of 9/12 and 8/05
4:10 pm	Brief discussion of the next round of interviews/questions
4:25 pm	New committee appointee update
4:30 pm	Organizing and producing the final report: assign sections to each member
4:45 pm	Member concerns
4:55 pm	Topics not reasonably anticipated by the Chair 48 hours prior to meeting (if any)
5:00 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.