

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: Wayland Cares Review Committee
FILED BY: Frederic E. Turkington, Jr., Town Administrator
DATE OF MEETING: Thursday, July 18, 2013
TIME OF MEETING: 7:00 p.m.
PLACE OF MEETING: 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.

Proposed Agenda

Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate. The meeting likely will be broadcast and videotaped for later broadcast by WayCAM.

- 7:00 p.m. Call to order (Katie Lee, convenor)
- Review and discussion of committee charge (Ed Collins, Board of Selectmen liaison)
 - Election of temporary advisory study committee chair, designation of note taker/clerk
 - Review Open Meeting Law basics
 - Overview of Wayland Cares program (including review of material provided by Heidi Heilman; meet with Wayland Cares executive committee members and/or members of temporary Wayland Cares Sustainability Review Committee)
 - Discuss process for completing committee charge
 - Set tentative schedule of meetings through November 2013
 - 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