

MEETING NOTICE TOWN OF WENHAM

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TOWN CLERK'S OFFICE
HAMILTON, MA

Town Clerk/Date Stamp

Board/Committee Name: Facilities Assessment Steering Committee

Date: Wednesday March 2, 2011

Time of Meeting: 6:30 PM

Location: Center School

Signature: Molly Martins

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2011 FEB 28 A 9:25

AGENDA

1. Call to Order
2. Reference materials and Report distribution
3. Organizational Structure
4. Mission & Vision
5. Goals
6. Deliverables
7. Meeting Schedule-1st & 3rd Wednesdays 6:30 PM
8. Adjournment

NOTE: Per changes to the Open Meeting Law effective 7/1/2010:

Notices and agendas are to be posted 48 hours in advance of the meeting *excluding Saturdays, Sundays, and legal holidays*. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time.

Deadlines for postings:

If meeting falls on Monday, posting to Town Clerk's office no later than Thursday 3:30 PM

If meeting falls on Tuesday, posting to Town Clerk's office no later than Friday, 12:00 PM

If meeting falls on Wednesday, posting to Town Clerk's office no later than Monday, 3:30 PM

If meeting falls on Thursday, posting to Town Clerk's office no later than Tuesday, 6:00 PM

If meeting falls on Friday, posting to Town Clerk's office no later than Wednesday, 3:30 PM

Notices and agendas can be emailed to Town Clerk at treid@wenhamma.gov

*A listing of topics the chair reasonably anticipates will be discussed at the meeting are listed on the agenda. **Amend as necessary, not to exceed one page.**