

MEETING NOTICE TOWN OF WENHAM

Town Clerk Date Stamp

Board/Committee Name: Facilities Assessment Steering Committee
Date: Wednesday April 6, 2011
Time of Meeting: 6:30 PM
Location: Center School
Signature: Molly Martins

RECEIVED
TOWN CLERK'S OFFICE
HAMILTON, MA
2011 MAR 28 A 10:00

AGENDA

1. Call to Order
2. Goals
3. Deliverables
4. Meeting Schedule – 1st & 3rd Wednesdays 6:30 PM
5. 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.**

Template mtg notice