

MEETING NOTICE TOWN OF WENHAM

Town Clerk Date Stamp

Board/Committee Name: **Facilities Assessment Steering Committee**

Date: Thursday May 12, 2011

Time of Meeting: 7:30 AM

Location: 1st Floor Selectmen's Room – Wenham Town Hall (Location Change)

Signature: Molly Martins

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AGENDA

1. Call to Order
2. Review of Matrices & Data
3. Discussion of Decisions and Workflow
4. 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