

# MEETING NOTICE TOWN OF WENHAM

Town Clerk Date Stamp

Board/Committee Name: Hamilton –Wenham Capital Management Committee

Date: Friday June 24, 2011

Time of Meeting: 7:30 AM

Location: Wenham Town Hall, Selectmen's Room

Signature: Traci Masterson

RECEIVED  
TOWN OF WENHAM OFFICE  
HAMILTON, MA  
2011 JUN 21 P 12:15

**7:30 A.M. Building Data Collection Sub-Committee**  
Report on status of data collection for the buildings of all three entities.  
- Need Vote to accept report

**8:25 A.M. Set Next Agenda**

## AGENDA

**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](mailto: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*