

TOWN CLERK STAMP:

NOTICE OF MEETING

BOARD/COMMITTEE NAME: Master Plan Committee

DATE OF MEETING: October 20th, 2015

TIME OF MEETING: 7:00

LOCATION OF MEETING: Upper Town Hall Meeting Room

Master Plan 10 20 15

AGENDA

1. Call to order
2. Review minutes of previous meetings
3. Review where we are at as a writing team and establish plan of completion.
4. Set next meeting
5. Adjourn

NOTE: Notices and agendas are to be posted 48 hours in advance of the meetings **excluding** Saturdays, Sundays, and legal holidays. Any meetings that are to be held on Monday or Tuesday need to be posted by Thursday as the Town Clerk's office is closed on Fridays. 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.

We kindly ask that all meetings and agendas for the following week be posted by **Thursdays** at **3:30pm** in order to be included on the Committee Meeting List that is distributed.

*Per changes to the Open Meeting Law effective 7/1/10, "A listing of topics that the chair reasonably anticipates will be discussed at the meeting" are to be listed on the agenda.