MEETING NOTICE
TOWN OF WENHAM

Town Clerk Date Stamp

Board/Committee Name: Board of Health

Day/Date: Tuesday (Day) March 11, 2014 (Date)

Time of Meeting: 3:00 AM or PM (Please circle one)

Location: Town Hall

Signature: Gerald Donnellan

AGENDA

1. Appointment of Burial Agent
2.
3.
4.
5.

2014 MAR -7 AM 10:

Per the Open Meeting Law effective 7/1/2010:
All meeting notices and agendas[1] are to be posted, by the board or committee, **48 hours in advance of the meeting** - *excluding Saturdays, Sundays, and legal holidays.* The OML guidelines also require the posting to be submitted early enough to allow adequate time for posting before the deadline. As such, please keep in mind the Town Clerk's office hours of operation, and make necessary arrangements to be sure your posting is submitted accordingly (do not wait until the deadline). If the submittal is close to the 48 hour window, you may want to confirm with the Town Clerk that the posting has been received in time to avoid being in violation of the OML.

Meeting Time	Monday 7-10am	Tuesday 7-10am	Wednesday 7-10am	Thursday 7-10am	Friday 7-10am
To Clerk's Office	*Wednesday 3:30pm*	*Thursday 3:30pm*	*Friday 12:00 noon*	*Monday 3:30pm*	*Tuesday 6:00pm*
Meeting Time	Monday 5-9pm	Tuesday 5-9pm	Wednesday 5-9pm	Thursday 5-9pm	Friday 5-9pm
To Clerk's Office	*Thursday 3:30pm*	*Friday 12:00 noon*	*Monday 3:30pm*	*Tuesday 4:00pm*	*Wednesday 3:30pm*
This is a general guide for submittal times that will allow for posting prior to required OML deadlines. Midday meetings should follow the 48 hr guideline with an allowance for processing time.					

NOTE: Although a posting might also be put onto the town's web site calendar, it is not an official posting location. The official posting locations registered with the AGs office are the binder at Town Clerk's office (during office hours), or the binder located outside the entrance to Wenham Town Hall.

1. Meeting notices must be posted in a legible, easily understandable format; contain the date, time and place of the meeting; and list the topics that, as of the time the notice is filed, the chair reasonably anticipates will be discussed at the meeting. The list of topics must be sufficiently specific to reasonably inform the public of the issues to be discussed at the meeting. While not required under the Open Meeting Law, public bodies are encouraged to make a revised list of topics to be discussed available to the public in advance of the meeting if the body intends to discuss topics that come up after posting but before the meeting convenes. Also, if the Chair anticipates that the public body will be entering executive session, then the meeting notice should reflect so, list the executive session purpose, and as much information without compromising the reason for the executive session.

Notices and agendas[1] can be emailed to Town Clerk at treid@wenhamma.gov