

**TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN
BOARDS/COMMITTEES/COMMISSIONS**

Posted in accordance with the provisions of the Open Meeting Law
PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: PUBLIC CEREMONIES COMMITTEE

FILED BY RICHARD P. TURNER CHAIRMAN

DATE OF MEETING: October 9th, 2019

TIME OF MEETING: 7:00 PM

PLACE OF MEETING Town Office Building

NOTE: Notices and agendas are to be posted at least 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in an adequate amount of time.

NOTE ITEMS MAY NOT BE DISCUSSED IN ORDER

7:00 PM Meeting Called to Order by Chair

7:05 PM Public Comment

7:10 PM Reading of Correspondence

7:15 PM Approval of Minutes from previous meeting

7:20 PM Old Business

Support List of tasks for Selectmen and Facilities Department

Veterans Day Program Update

7:45 PM New Business

Town Email Policy and Use of

Building use form for Town Building Veterans Day program

Annual Report Has been Submitted

Committee Members concerns and updates

Topics Not Anticipated by The Chair 48 hours Prior to the Meeting

8:30 PM Adjourn and set next meeting date