

# **COTUIT FIRE DISTRICT**

## **Cotuit Fire District Policy Advisory Committee**

**DATE OF MEETING:** November 29, 2016

**TIME:** 7 PM

**PLACE:** Freedom Hall, 976 Main Street in Cotuit, MA

### **TOPICS TO BE DISCUSSED:**

1. Call to order. Open the meeting
2. Is anyone recording the meeting
3. Selection of a chair person
4. Strategy to be used to take/publish meeting minutes
5. Discussion of various policy proposals
6. Items not previously expected
7. Date/time of next meeting
8. Adjournment

**Please note: The list of matters are those reasonably anticipated by the committee chairman which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may in fact be discussed to the extent permitted by law. It is possible that, if it so votes, the Committee may go into executive session. The Committee may also act on items in an order other than they appear on this agenda.**

**PERSONS INTERESTED ARE ADVISED THAT, IN THE EVENT ANY MATTER TAKEN UP AT THE MEETING REMAINS UNFINISHED AT THE CLOSE OF THE MEETING, IT MAY BE PUT OFF TO A CONTINUED SESSION OF THIS MEETING, WITH PROPER POSTING.**

For your information the section of the M.G.L. that pertains to postings of meetings is as follows: Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily

understandable format and shall contain: the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.