



## Town of Reading Meeting Posting with Agenda

**Board - Committee - Commission - Council:**

Ad Hoc Finance Committee Subcommittee

Date: 2014-11-17

Time: 6:30 ~~PM~~ NOV 13 P 3:08

Building: Reading Town Hall

Location: Town Hall Conference Room

Address: 16 Lowell Street

Purpose:

Meeting Called By: Mark Dockser

Notices and agendas are to be posted 48 hours in advance of the meetings 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. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

**All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.**

### Topics of Discussion:

- 1) **Finalize scope of work for quotation**
- 2) **Discuss potential vendors and plan**
- 3) **Set next meetings**
- 4) **Approval of minutes**