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**MEETING NOTICE**

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25

**Archives Advisory Committee**

Name of Board/Committee

Address of Meeting: Abbot Hall, 188 Washington Street, Marblehead, MA

Room: Town Administrators Office

<u>Thursday</u>	<u>December</u>	<u>12</u>	<u>2019</u>	<u>9 : 30</u>	<u>AM</u>
Day of week	Month	Date	Year	Time	

**Agenda or Topics to be discussed listed below** (That the chair reasonably anticipates will be discussed)

**Agenda:**

1. Approve minutes of Oct. 10, 2019 meeting
2. Recent communications - Johnston
3. Dashboard update - None
4. Requirements Document Updates
5. Mary Alley Site Architects RFP Responses – preliminary designs, space usage, cost: –Cutting
6. School Department relocation status – Silva/Johnston
7. Timeline update - Johnston
8. PR/Awareness sub-committee report – Peterson, Doliber, Cutting
9. Open action items status (see Oct. 10, 2019 meeting minutes) – all
10. Other business /New business
11. Next meetings –
- 11.1. TBD date, time and location

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson: Jason Silva

Posted by: Kyle Wiley

Date: November 13, 2019