

APPENDIX A

<p><u>Airport Commission</u> STEINHILBER 3rd Tuesday 4 pm Airport Conference Room</p>	<p><u>Golf Course Committee</u> LEVESQUE 2nd Tues, 5:30 pm, Olde Barnstable Fairgrounds</p>	<p><u>OKH Historic District Committee</u> STARR/ CLARK 2nd & 4th Wed, 6:30 pm, W. Barn Community Ctr</p>
<p><u>Assessors, Board of</u> NEARY 2nd Tuesday 4:45 pm, Assessors' Office</p>	<p><u>Historical Commission</u> RAPP GRASSETTI 3rd Tues, 4 pm, Selectmen's Conference Room</p>	<p><u>Planning Board</u> LEVESQUE 2nd & 4th Monday, 7 pm, TH hearing room</p>
<p><u>Board of Health</u> STARR 2nd Tuesday 3 pm, Town Hall Hearing Room</p>	<p><u>Housing Committee</u> HEBERT 3rd Tues, 8 am, Selectmen's Conference Room</p>	<p><u>Recreation Commission</u> MENDES/ATSALIS 1st Monday of every month in the Hearing room at 5:30pm</p>
<p><u>Community Preservation Committee</u> 3rd Monday 5:30, Town Hall Hearing Room JESSICA RAPP GRASSETTI</p>	<p><u>Hyannis Main St. Waterfront Hist District Com</u> CULLUM/CLARK/ATSALIS 1st & 3rd Wed, 6:30 pm, Selectmen's Conf. Room</p>	<p><u>Sandy Neck Board</u> CLARK STARR 3rd Monday, 7 pm, Town Hall Hearing Room</p>
<p><u>Comprehensive Financial Advisory Com</u> SCHNEPP 2nd & 4th Monday, 7pm Growth Mgmt Conf. Rm</p>	<p><u>Hyannis Main St. Waterfront Hist. Dist. Appeal</u> CULLUM/CLARK/ATSALIS As needed</p>	<p><u>Scholarship Committee</u> Annually to review and award</p>
<p><u>Conservation Commission</u> SCHNEPP Tuesdays, Hearing Rm or Selectmen's Conf Rm</p>	<p><u>Human Services Committee</u> HEBERT 2nd Tues, 4 pm, Selectmen's Conference Room</p>	<p><u>School Committee*</u> (not a Town Council Committee) LEVESQUE/STEINHILBER 3rd Wednesday, 7 pm, Town Hall Hearing Rm</p>
<p><u>Council On Aging</u> SHAUGHNESSY 3rd Wednesday, 9:30 am, Senior Center</p>	<p><u>Infrastructure & Energy Committee</u> STARR 2nd and 4th Monday at 5pm at Highway Department</p>	<p><u>Shellfish Committee</u> CLARK Second Wednesday of every month, VIA ZOOM until further notice 6:00pm-8:00pm</p>
<p><u>Cultural Council</u> RAPP GRASSETTI 3rd Wed, 7 pm in Growth Mgmt Conference Room</p>	<p><u>Jane Eshbaugh Community Service Award Com</u> Annually to review applications and make award</p>	<p><u>Trust Fund Advisory Committee</u> LEVESQUE As needed</p>
<p><u>Disability Commission</u> HEBERT Hyannis Youth & Community Center 10 am to 12 pm. Third Wednesday of the month</p>	<p><u>JFK Memorial Trust Fund Committee</u> Typically twice a year</p>	<p><u>Waterways Committee</u> NEARY 4th Tuesday, 7 pm, Selectmen's Conference Rm</p>
<p><u>Elderly & Disable Taxation Aid</u> SHAUGHNESSY As needed</p>	<p><u>Land Acquisition & Preservation Committee</u> CLARK 2nd Monday, 5:30, Selectmen's Conference Room</p>	<p><u>Youth Commission</u> CULLUM 2nd & 4th Tuesday Sept.- June (only 2nd Tues) at the HYCC</p>
	<p><u>Licensing Authority</u> STEINHILBER Mondays, 9:30 am, hearing room</p>	<p><u>Zoning Board of Appeals</u> BOGAN 2nd & 4th Wednesday, 7pm Town Hall Hearing Rm</p>

Town of Barnstable
Application Form
Board/Commission/Committee Application Form

Name: _____ Address: _____

Mailing Address: _____ E-mail: _____

Telephone: (H) _____ (W) _____ (Cell) _____

Educational Background: _____

Work Experience: _____

Are you a resident and registered to vote in the town of Barnstable? Yes No Have you applied in the past? Yes No If yes, please when & which committee: _____

REQUIREMENT: TO SERVE, YOU MUST BE A RESIDENT AND REGISTERED TO VOTE IN THE TOWN OF BARNSTABLE.

Please check (not more than five) of interest:

- | | | |
|--|--|---|
| <input type="checkbox"/> Airport Commission | <input type="checkbox"/> Barnstable Economic Development Commission | <input type="checkbox"/> Old Kings Hwy Historic District Commission |
| <input type="checkbox"/> Appeals, Hyannis Main Street Waterfront Committee | <input type="checkbox"/> Elderly & Disabled Taxation Aid Committee | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Board of Assessors | <input type="checkbox"/> Golf Committee | <input type="checkbox"/> Recreation Commission |
| <input type="checkbox"/> Board of Health | <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Sandy Neck Board |
| <input type="checkbox"/> Cable TV Advisory Committee | <input type="checkbox"/> Housing Committee | <input type="checkbox"/> Scholarship Committee |
| <input type="checkbox"/> Community Preservation Committee | <input type="checkbox"/> Human Services Committee | <input type="checkbox"/> Shellfish Advisory Board |
| <input type="checkbox"/> Comprehensive Financial Advisory Committee | <input type="checkbox"/> Hyannis Main Street Waterfront Historic District Commission | <input type="checkbox"/> Trust Fund Advisory Board |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Infrastructure & Energy Committee | <input type="checkbox"/> Water Quality Advisory Committee |
| <input type="checkbox"/> Council on Aging | <input type="checkbox"/> Jane Eshbaugh Community Service Award Committee | <input type="checkbox"/> Waterways Committee |
| <input type="checkbox"/> Cultural Council (Mid-Cape) | <input type="checkbox"/> JFK Memorial Trust Fund | <input type="checkbox"/> Youth Commission (high school students) |
| <input type="checkbox"/> Disability Commission | <input type="checkbox"/> Land Acquisition & Preservation Committee | <input type="checkbox"/> Zoning Board of Appeals |
| | <input type="checkbox"/> Licensing Authority | |

Signature

Date

NOTE: Return completed form to: Barnstable Town Council Office, 367 Main St., Hyannis 02601, or FAX to: 508-862-4770. Additional documents (letter of interest & resume) should be included as well.

If there are no vacancies in your choice of appointment, your application will be kept on file for 2 years for future reference.

TOWN OF BARNSTABLE

**NOTICE OF MEETINGS OF TOWN DEPARTMENT AND ALL TOWN BOARDS
As Required by Chapter 28 of the Acts of 2009, amending MGL Chapter 30A**

NAME OF PUBLIC BODY – COMMITTEE, BOARD OR COMMISSION

DATE OF MEETING: _____

TIME: _____

PLACE: _____

TOPICS FOR DISCUSSION:

▪ **Matters not reasonably anticipated by the Chair**

The list of matters, are those reasonably anticipated by the president/chair, 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 and other items not listed may also be brought up for discussion to the extent permitted by law. It is possible that if it so votes, the sub-committee may go into executive session.

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

Public Body Checklist for Posting a Meeting Notice

Issued by the Attorney General's Division of Open Government – September 25, 2017

Notice Contents

- The notice contains the date, time, and location of the meeting. G.L. c. 30A, § 20(b).
- If the meeting is a joint meeting of several public bodies, the names of all bodies meeting are listed at the top of the notice.
- The notice contains all of the topics that the chair reasonably anticipates will be discussed at the meeting. The topics are sufficiently specific to reasonably advise the public of the issues to be discussed at the meeting, including executive session topics. G.L. c. 30A § 20(b); 940 CMR 29.03(1)(b).
- The notice is printed in a legible, easily understandable format. G.L. c. 30A, § 20(b).
- The date and time that the notice is posted is conspicuously recorded on or with the notice. 940 CMR 29.03(1)(d). If the notice is amended within 48 hours of a meeting, not including Saturdays, Sundays, and legal holidays, then the date and time that the meeting notice is amended must also be conspicuously recorded on or with the notice. 940 CMR 29.03(1)(d).

Notice Publication

- The notice is published at least 48 hours before the meeting, not including Saturdays, Sundays and legal holidays. G.L. c. 30A, § 20(b).
- The notice is posted with the proper authority:
 - Local public bodies – Filed with the municipal clerk, who must post it in a location conspicuously visible to the public at all hours in or on the municipal building where the clerk's office is located, or to the municipal website if adopted by the municipality as the official method of posting notices. G.L. c. 30A, § 20(c); 940 CMR 29.03.
 - State public bodies – Posted to a website, and a copy sent to the Secretary of State's Regulations Division. G.L. c. 30A, §20(c).
 - Regional public bodies – Posted in every municipality within the region, unless the public body has adopted an alternative notice posting method. G.L. c. 30A, § 20(c); 940 CMR 29.03.
 - County public bodies – Filed with the office of the county commissioners and a copy of the notice is publicly posted in a manner conspicuously visible to the public at all hours in such place or places as the county commissioners shall designate for the purpose, unless the county has adopted its website as the official method for posting notices. G.L. c. 30A, § 20(c); 940 CMR 29.03.

Note that this checklist is intended as an educational guide, and does not constitute proof of compliance with the Open Meeting Law. These checklists are updated periodically, so please check that you are using the most current version. For questions, please contact the Attorney General's Division of Open Government at 617-963-2540 or via email at openmeeting@state.ma.us. For more information on the Open Meeting Law, please visit www.mass.gov/ago/openmeeting.

Public Body Checklist for Creating and Approving Meeting Minutes

Issued by the Attorney General's Division of Open Government – September 25, 2017

- Minutes must accurately set forth the date, time, place of the meeting, and a list of the members present or absent. G.L. c. 30A, § 22(a).
- Minutes must include an accurate summary of the discussion of each subject. See G.L. c. 30A, § 22(a). The summary does not need to be a transcript, but should provide enough detail so that a member of the public who did not attend the meeting could read the minutes and understand what occurred and how the public body arrived at its decisions.
- The minutes must include a record of all the decisions made and the actions taken at each meeting, including a record of all votes. G.L. c. 30A, § 22(a).
- The minutes must include a list of all of the documents and other exhibits used by the public body during the meeting. G.L. c. 30A, § 22(a). Documents and exhibits used at the meeting are part of the official record of the session, but do not need to be physically attached to the minutes. See G.L. c. 30A, §§ 22(d), (e).
- If one or more public body members participated remotely in the meeting, the minutes must include the name(s) of the individual(s) participating remotely. 940 CMR 29.10(7)(b).
- If one or more public body members participated remotely in the meeting, the minutes must record all votes as roll call votes. 940 CMR 29.10(7)(c).
- Executive session minutes must record all votes as roll call votes. G.L. c. 30A, § 22(b).
- The minutes must be approved in a timely manner. G.L. c. 30A, § 22(c). A “timely manner” will generally be considered to be within the next **three** public body meetings or within **30 days**, whichever is later, unless the public body can show good cause for further delay. 940 CMR 29.11(2).

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Public Body Checklist for Entering Into Executive Session

Issued by the Attorney General's Division of Open Government – March 12, 2013

- Executive session listed as a topic for discussion on meeting notice, including as much detail about the purpose for the executive session as possible without compromising the purpose for which it is called. See G.L. c. 30A, § 20(b); 940 CMR 29.03(1)(b).
- Public body convened in open session first. G.L. c. 30A, § 21(b)(1).
- Chair publicly announced the purpose for executive session, citing one or more of the 10 purposes found at G.L. c. 30A, § 21(a).
- Chair stated all subjects that may be revealed without compromising the purpose for which the executive session was called. G.L. c. 30A, § 21(b)(3). For example, the Chair identified the party a public body may be negotiating with or the litigation matter the public body will be discussing.
- Chair stated whether the public body will adjourn from the executive session, or will reconvene in open session after the executive session. G.L. c. 30A, § 21(b)(4).
- For Executive Session Purposes 3, 6, and 8:
 - Chair publicly stated that having the discussion in open session would have a detrimental effect on the public body's negotiating position, bargaining position, litigating position, or ability to obtain qualified applicants. G.L. c. 30A, §§ 21(a)(3), (6), (8).
- A majority of members of the body voted by roll-call to enter into executive session. G.L. c. 30A, § 21(b)(2).

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Massachusetts Legal Holidays

Holiday	2021	2022	2023
New Year's Day January First	Jan. 1, Fri.	Jan. 1, Sat.	Jan. 1, Sun. (3)
Martin Luther King, Jr. Day Third Monday in January	Jan. 18, Mon.	Jan. 17, Mon.	Jan. 16, Mon.
Washington's Birthday Third Monday in February	Feb. 15, Mon.	Feb. 21, Mon.	Feb. 20, Mon.
Patriots' Day Third Monday in April	Apr. 19, Mon.	Apr. 18, Mon.	Apr. 17, Mon.
Memorial Day Last Monday in May** (1A)	May 31, Mon.** (1A)	May 30, Mon.** (1A)	May 29, Mon.** (1A)
Juneteenth Independence Day June 19th	June 19th, Sat. (3)	June 19th, Sun. (3)	June 19, Mon.
Independence Day July 4th**	July 4, Sun.** (3)	July 4, Mon.**	July 4, Tue. **
Labor Day First Monday in September**	Sept. 6, Mon.**	Sept. 5, Mon.**	Sept. 4, Mon.**
Columbus Day Second Monday in October* (Restrictions until 12 noon) (2)	Oct. 11, Mon.* (2)	Oct. 10, Mon.* (2)	Oct. 9, Mon.* (2)
Veterans' Day November 11th* (Restrictions until 1pm) (2)	Nov. 11, Thu.* (2)	Nov. 11, Fri.* (2)	Nov. 11, Sat.* (2)
Thanksgiving Day Customarily the fourth Thursday in November* (1)	Nov. 25, Thurs.* (1)	Nov. 24, Thurs.* (1)	Nov. 23, Thurs.* (1)
Christmas Day December 25th* (1)	Dec. 25, Sat.* (1)	Dec. 25, Sun.* (1)(3)	Dec. 25, Mon.* (1)

* - Full restrictions apply for ALL commerce

** - Restrictions apply except to retail

(1) Liquor Stores must be closed for Thanksgiving and Christmas Days.

(1A) Liquor stores may not open prior to 12:00 noon Memorial Day.

(2) Many companies operate all day on these holidays, pending obtaining a local permit.

(3) All holidays falling on Sunday must be observed on Monday, under state law. Saturday holidays are observed on Saturday.

Above is a list of all legal holidays observed in Massachusetts. State, county, and municipal offices are closed on the days listed above. Federal offices are only closed on holidays which the federal government recognizes (i.e. New Year's Day, Martin Luther King, Jr. Day, Washington's Birthday, Memorial Day, Juneteenth Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving, and Christmas). The term "federal holiday" is not applicable to individual states and the private sector since each state has jurisdiction over its holidays.

In Massachusetts certain holidays are subject to laws which restrict the type of work that may be performed as well as the kind of business and commercial activities that may remain open. Only those holidays followed by asterisks (*) have certain restrictions. On holidays not followed by asterisks, business and commercial activities may operate as usual.

Please note: Only retail establishments may open during the summer holidays of Memorial Day, Independence Day, and Labor Day. Some businesses may be required to pay premium pay on some holidays. Please contact the Attorney General's Fair Labor Division at 617-727-3465. The Department of Labor Standards (617-626-6975) oversees the approval of local permits allowing businesses to open on Columbus, Veteran's Days, Thanksgiving and Christmas when they otherwise could not open for some or all hours on those days.

For further information on holiday laws, contact Citizen Information Service:

Secretary of the Commonwealth	Telephone: 617-727-7030
Citizen Information Service	Toll-Free: 1-800-392-6090
One Ashburton Place, Room 1611	TTY: 617-878-3889
Boston, MA 02108-1512	Fax: 617-742-4528
	Email: cis@sec.state.ma.us