

**TOWN OF MANCHESTER-BY-THE-SEA**  
**Notice of Meetings of Town Departments and all Town Boards**  
**As required by Chapter 30A, G.L.**

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**NAME OF DEPARTMENT OR BOARD**

375th Gala Committee

**DATE/DAY OF MEETING**

Wed Jan 22

TIME: 4 pm

LOCATION: Town Hall  
(TBD) Room 7

**Anticipated topics:**

**A. Call to order**

1. Brief review of auction items
2. Set up teams for various event activities: check-in decorations, auction check-out runners, clean-up, etc.
3. Review of ticket sales

**B. Adjournment**

Next Meeting - TBD

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**Received by the Town Clerk**

Date: Jan. 16, 2020 at: 12:15 PM

Christine  
Town Clerk Signature

Sue Thorne  
Board Member