**PUBLIC MEETING ANNOUNCEMENT FOR MDE WEB PAGE**



**Instructions:**

1. Using the drop down lists and text boxes, please complete the form below with the requested information. Once the form is completed, please save the form as “*Public Meeting Announcement – [Insert Site Name]*”.
2. Go to “*File*” and select the “*Send To*” option. A new drop down menu will appear to the right with the words “Mail Recipient (as attachment). Select this option.
3. Submit a request to the DOit Service Desk ([Service.Desk@maryland.gov](mailto:Service.Desk@maryland.gov)) requesting that a work ticket be opened to allow the announcement to be posted on the MDE website.
4. Email the document to Mark Shaffer and copy Carrie DeBoy, Fiona Hinman, Ann Goddard, Jamie Alther and Barbara Krupiarz.
5. To ensure that the meeting announcement is posted on the website in a timely manner, please send this notice **at least two weeks in advance** of the public meeting.

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| FROM: | Linda Gustafson | |
| TO: | Mark Shaffer | |
| CC: | Carrie DeBoy  Fiona Hinman  DOit Service Desk | Ann Goddard  Jamie Alther  Barbara Krupiarz |
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| Administration: | Land Management Administration |
| Date: | 04/28/2022 |
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| Time: | 7:00 PM |
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| Location: | |  | | --- | | Ramada Conference Center, 1700 Van Bibber Road, Edgewood, Maryland | |  | |  | |
| Subject: | |  | | --- | | Title: U.S. Army Aberdeen Proving Ground Restoration Advisory Board Meeting  Topics: 1) Public Meeting: Fort Hoyle Proposed Plan, 2) Lauderick Creek Data Report, and 3) APG LTM Update | |
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| Contact: | Linda Gustafson, 410-537-4238 |