PUBLIC NOTICE POSTING REQUEST
TO OFFICE OF THE WESTWOOD TOWN CLERK

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TOWN CLERK
TOWN OF WESTWOOD

ORGANIZATION: **PERSONNEL BOARD**

MEETING

DATE: **November 18, 2015** **TIME:** **7:30 p.m.**

LOCATION: **Selectmen Meeting Room – 580 High Street, Westwood**

PURPOSE: **Monthly Meeting**

REQUESTED BY: **Joan Courtney Murray, Human Resources Director**

NOTE: *Notices and agendas are to be posted at least 48 hours in advance of the meetings excluding Saturday, Sundays, and legal holidays. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in the adequate amount of time.*

LIST OF TOPICS TO BE DISCUSSED

(For updates to this notice, please see www.townhall.westwood.ma.us)

- Director of Council on Aging to attend meeting to present a revised job description
- Minutes from September 30, 2015, meeting
- ~~Recreation PTSO 2016 Compensation Plan~~
- PTSO Job Description Review
- Job description for Operations Manager, COA
- Building Commissioner job description
- Benefit eligibility and accruals for employees working for both Town and School
- Process to begin review and classification of SEIU job descriptions

NOTE: *Per changes to Open Meeting Law, effective July 1, 2010, notice of any meeting of public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". Topics must give enough specificity so that the public understands what will be discussed, but not necessarily all items that may come up. Please list those topics above.*