



**PUBLIC NOTICE POSTING REQUEST  
TO OFFICE OF THE WESTWOOD TOWN CLERK**

**RECEIVED**

By Town Clerk at 10:09 am, Nov 21, 2019

**ORGANIZATION: Finance & Warrant Commission**

**MEETING**

**DATE: Tuesday, December 3, 2019**

**TIME: 7:30PM**

**LOCATION: Westwood Public Library**

**PURPOSE: FinCom December Meeting**

**REQUESTED BY: Jane O'Donnell, Administrator**

**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.*

**\*\*Disclaimer:** *If you have a disability that requires certain accommodations, please contact the Select Board's office at least 48 hours before the meeting, excluding Saturday, Sundays and legal holidays at 781-326-4172 or [selectboard@townhall.westwood.ma.us](mailto:selectboard@townhall.westwood.ma.us).*

**LIST OF TOPICS TO BE DISCUSSED**

*(For updates to this notice, please see [www.townhall.westwood.ma.us](http://www.townhall.westwood.ma.us))*

**Agenda: FinCom December Meeting\***

*Chair Opening Remarks*

*Welcome members*

*Presenter:*

*Pam Dukeman – Director of Finance/Assistant Town Administrator*

*“Town of Westwood: A Financial Overview”*

*Chair's update:*

*New Business –*

*Old Business - Approval of November 12, 2019 Minutes.*

*Public and Press.*

*Adjournment.*

*\*Changes and additions to be updated as needed.*

**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.*