



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

2019 AUG 30 P 12: 53
TIME STAMP

ORGANIZATION: Town Administrator
Screening Committee

TOWN CLERK
TOWN OF WESTWOOD

MEETING

PUBLIC HEARING (Please circle appropriately)

DATE: Wednesday, September 4, 2019

TIME: 8:30 a.m.

**LOCATION: Four Points by Sheraton Norwood, 1125 Providence Hwy,
Norwood, MA**

**PURPOSE: TOWN ADMINISTRATOR SCREENING COMMITTEE
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)

- Approve Minutes of August 14, 2019, Meeting
- Review Candidate Interview Questions and Interview Process
- Regular Meeting to go into Executive Session pursuant to MGL Ch.30A, Section 21(a)(8) to interview candidates who have applied for the position of Town Administrator. To have the discussion in Open Session would be detrimental to the ability of the Town to attract qualified applicants for the position. The meeting will not return to Open Session.

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.