



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

TIME STAMP

ORGANIZATION: Personnel Board

MEETING **PUBLIC HEARING** **AMENDED NOTICE:**
(Please circle one that applies)

DATE: Monday, May 18, 2020

TIME: 7:30 pm 2020 MAY 14 P 3:45

LOCATION: Via Remote Participation

PURPOSE: Regular Meeting

TOWN CLERK
TOWN OF WESTWOOD

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.

****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.

LIST OF TOPICS TO BE DISCUSSED
(For updates to this notice, please see www.townhall.westwood.ma.us)

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.

Pursuant to Governor Baker's March 12, 2020 Order suspending Certain Provisions of the Open Meeting Law MGL C. 30A, §18 and the Governor's March 23, 2020 Emergency Order imposing strict limitations on the number of people that may gather in one place, the May 18, 2020, Personnel Board meeting will be conducted via remote participation by the Board.

Every effort will be made to ensure that the public can adequately access the proceedings via technological means. In the event that we are unable to do so, despite our best efforts, we will post on the town website, www.townhall.westwood.ma.us an audio or video recording, or transcript, as soon as practicable after the meeting.

**To join the Personnel Board meeting via Zoom webinar:
Computer:**

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/81442459171?pwd=b1g3MStROWVYRVB6M2d5TG5iQU1ydz09>
Password: 844152

Or Telephone:
888 475 4499 (Toll Free) or 877 853 5257 (Toll Free)
Webinar ID: 814 4245 9171

AGENDA

- A. ATTENDANCE AND CALL TO ORDER:** 7:30 pm, Remote Participation by the Personnel Board
- B. SCHEDULED ACTION**
 - 1. Approve minutes from the June 11 and November 5, 2019, Personnel Board meetings.
 - 2. Approve 3 ATP revised job descriptions and determine placement on ATP Compensation Plan.
- C. DISCUSSION ITEMS**
 - 1. Process for General Review of Personnel Policies
 - 2. Tuition Assistance Policy
- D. ADJOURNMENT**