



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

TIME STAMP

2017 AUG 23  
ORGANIZATION: **Council on Aging**

TOWN CLERK MEETING  
TOWN OF WESTWOOD

**PUBLIC HEARING** (Please circle appropriately)

**2pm – new  
Board  
training  
3pm Full  
Board Mtg**

**DATE: Wednesday September 6** **TIME: Board Mtg**

**LOCATION: Westwood Council on Aging 60 Nahatan Street Westwood**

**PURPOSE: New Board Training / Board meeting**

**REQUESTED BY: Lina Arena-DeRosa ~  
Director Westwood Senior Center**

**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](http://www.townhall.westwood.ma.us))*

*2pm – Tutorial on COA and its functions for new board members*

*3pm  
Introduction of New Board members  
Review of Board Minutes*

- COA Director's Report*
- ~ Budget Updates*
    - ~2019 Budget Discussion*
  - ~ Program Updates*
  - ~Fundraising Updates*
  - ~ Newsletter Updates*
  - ~ Tax Work Off Program Update*
  - ~ Transportation Updates*
    - ~Updated Policy Discussion*
  - ~ Building updates*

*Other Business*