



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

ORGANIZATION: Finance and Warrant Commission

MEETING

DATE: Tuesday, December 4, 2018

TIME: 7:30 pm

LOCATION: Community Meeting Room, Westwood Public Library - Main

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.

LIST OF TOPICS TO BE DISCUSSED

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

Agenda: FinCom December Meeting*

Chairperson Opening Remarks

Presenters: FinCom – An Overview

FinCom Chair: Why are we here? The Role of FinCom Members

Moderator: The Role of Moderator – The FinCom role leading up to Town Meeting

Town Administrator: Municipal Organization Chart, FinCom Charter, A Time Line: From Opening the Warrant to Town Meeting

Town Clerk: Ethics, Public Meeting Law, FOIA: Public Records Requests

Director of Finance: Budget Process – A snap shot of the process

FinCom Admin/Director of Finance: “The BOOK”

Chairperson's update

New Business – Introduction of new member Chris Poreda

Old Business - Approval of October 16th 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.

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TOWN CLERK
TOWN OF WESTWOOD