



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

TIME STAMP

ORGANIZATION: **PERSONNEL BOARD**

2012 OCT 19 A 9:10

**MEETING**

**PUBLIC HEARING** (Please circle appropriately)

TOWN CLERK  
TOWN OF WESTWOOD

DATE: **October 24, 2012**

TIME: **7:30 p.m.**

LOCATION: **Selectmen Meeting Room**

PURPOSE: **Monthly Meeting**

REQUESTED BY: **Mary Beth Bernard, 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](http://www.townhall.westwood.ma.us))

- Minutes from the July 25, 2012, meeting
- Increased weekly hours and accruals for Town Planner and Planning & Land Use Specialist
- Extension of out-of-grade compensation for Deputy Director of Public Works
- FY12 vacation carry over request
- Review rewritten job descriptions for Patrol Officer, Sergeant and Lieutenant
- Impact of Town of Westwood employees working a second job in another community
- Clarification of vacation and sick time accruals when using paid sick time to augment Worker's Compensation

**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.