



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

ORGANIZATION: **PERSONNEL BOARD**

TIME STAMP  
2013 AUG 16 A 9:25

**MEETING**

**PUBLIC HEARING** (Please circle appropriately)

TOWN CLERK  
OFFICE OF WESTWOOD

**DATE:** August 20, 2013

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

**LOCATION:** Library Conference 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 June 11, 2013, Meeting
- FY13 Vacation Exception Request
- Job Description Review – COA Outreach Worker

*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.*