



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

TIME STAMP 2013 FEB -7 P 4: 39

ORGANIZATION: **PERSONNEL BOARD**

**MEETING**

**PUBLIC HEARING** (Please circle appropriately)

TOWN CLERK  
TOWN OF WESTWOOD

DATE: **February 11, 2013**

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

LOCATION: **Small Conference Room on the 2<sup>nd</sup> Floor of Town Hall**

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))*

- Consultant for Compensation Study to attend the Personnel Board meeting
- Approve meeting minutes from December 5, 2012 & January 16, 2013
- Review revised Fire Apparatus Maintenance Specialist job description
- Approve FY14 Salary Schedules
- Final Review of Personnel Bylaw

*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.*