

## **MEETING POSTING and AGENDA**

### **Public Works Initiative Committee**

**Friday, June 10<sup>th</sup> at 8:30 A.M.  
Main Meeting Room, Town Hall  
55 Main Street, Westford, MA**

- I. Administrative:
  - a. Appoint meeting secretary
  - b. Open Forum
  - c. Schedule future meetings
  
- II. Next Steps:
  - a. Status/discussion of municipal building classification: Discuss a memo to the committee from Valerie Wormell addressing how buildings are classified, use of the State Building Code, and working with the PTBC on the development of a use rating system/ spreadsheet for Westford.
  
  - b. PWI web site: Discussion of content and status.
  
  - c. Energy Committee: Discuss attendance and items to discuss with the Energy Committee at their next meeting.
  
  - d. Quarterly Report: Discuss the content of our quarterly report which is planned for June 28.
  
  - e. Meeting with Town department heads: Discuss feedback from 5/18 meeting and approach for future meeting.
  
  - f. Discuss and decide on essential information that the committee needs from departments, e.g. contracts, facilities, operations, equipment, personnel, etc.
  
  - g. Discuss attendance at Town Strategic planning event June 16.
  
  - h. Review care and custody of town buildings.
  
- III. Review action items for June 23<sup>rd</sup> meeting.
  
- IV. Adjourn.

