

**MEETING POSTING and AGENDA**

**Public Works Initiative Committee**

**Friday, August 26<sup>th</sup>, 2011 at 8:30 A.M.  
Main Meeting Room, Town Hall  
55 Main Street, Westford, MA**

- I. Administrative:
  - a. Appoint meeting secretary.
  - b. Status of Meeting Minutes.
  - c. Open Forum.
  
- II. Discussion Items:
  - a. Consolidated facilities management in other towns.
  - b. Continue discussion of Committee Direction document.
  - c. Questions for meetings with department heads.
  - d. Discuss care of town land and facilities.
    - What information do we need? How do we get it?
    - Systematic review of facility requirements.
    - Maintenance and repair.
    - Capital requirements.
    - Potential organizational impact.
    - Who needs to be involved?
    - Establishing priorities.
  - e. Coordination of activities and plans with PTBC, Capital Planning Committee and Energy Committee.
  
- III. Agree to and assign action items for next meeting.
  
- IV. Adjourn.