

MEETING POSTING and AGENDA

Public Works Initiative Committee

**Friday, December 9, 2011 at 8:30 A.M.
Main Meeting Room, Town Hall
55 Main Street, Westford, MA**

AGENDA:

- 1. Administrative: (10 Min)**
 - a. Appoint meeting secretary.
 - b. Approve Meeting Minutes for October 6, 2011 (Tabled at 18 Nov Meeting)
 - c. Open Forum.
- 2. Discuss status of town-wide contract efforts. Update from the Assistant Town Manager. (10 Min)**
- 3. Report on the results of the PWIC Questions for the departments from Chairman. (10 Min)**
- 4. Discuss options for the development of facility standards and for a real time database for the condition of town facilities. (10 Min)**
- 5. Discuss approach/ latest information on facilities management consolidation in other towns. (10 Min)**
- 6. Open discussion of Way Forward. Items in Email, Hugh's response, schedule and objectives for 2012. (20 Min)**
 - Conduct of meetings
 - Priority of actions vs. Ad Hoc recommendations
 - Goals for 2012
 - Schedule meetings for 2012
 - Committee leadership
- 7. Assign actions for next meeting. (10 Min)**
- 8. Adjourn**

