



**MEETING POSTING
IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25**

Municipal Buildings Committee

February 1, 2011

Board / Committee Name

Date of Notice

127 Hartwell Street; town offices

Conference Room #1

Time Stamp

Place

Conference Rm. Number

Feb. 1, 2011

February 15, 2011; 6:30 p.m.



Date / Time of Meeting

Clerk of Board or Board Member Signature

Meeting Canceled / Postponed to: _____

Date of Cancellation / Postponement: _____

MEETING AGENDA

¹

Approve Minutes of previous meeting(s):

November 17, 2010

Insert Meeting Date(s) approved

2

Old Business Topics:

Establish committee minimum meeting schedule and operational procedures; including after-the-fact review of all departmental building maintenance expenses; _____ guidelines, procedures, and response times for requests for appropriations from the Municipal Building Trust; and procedures for approval of payment of invoices and invoice variances.

3

New Business Topics:

If the budgeting process is sufficiently far along, meet with the Town Administrator to discuss, or review his written summary of, the Town Departments' building maintenance plans for the upcoming fiscal year and discuss the amount of funds to be appropriated to municipal buildings maintenance for that period.

4

Other:

NOTE: Notices and agendas are to be posted **48 hours** in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please note the hours of operation of the Town Clerk's Office to ensure that your posting is made in an adequate amount of time.

If there is a true "Emergency", a public body shall post notice as soon as reasonably possible prior to a meeting.

Changes to the Open Meeting Law are effective 7/1/10. "A listing of topics that the chair reasonably anticipates will be discussed at the meeting" are to be listed on the above agenda.

This Posting is posted at the following locations: The Office of The Town Clerk, The Police/Fire Station, and the Town's Website at www.westboyiston-ma.gov, Meeting Calendar.

Kim D. Hopewell, Town Clerk

Elaine S. Novia, Assistant Town Clerk

Telephone: 508.835.6240

11:30 a.m. kdh

Time Posted/Initials