



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

Municipal Buildings Committee

March 7, 2011

Board / Committee Name

Date of Notice

127 Hartwell Street; town offices

Conference Room #1

Time Stamp

Place

Conference Rm. Number

Tuesday, March 22, 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):**

February 15, 2011

Insert Meeting Date(s) approved

2 **Old Business Topics:**

Review committee's operational procedures with Town Administrator; 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:**

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:**

Agree topics to be included by the in the Chairman's report of the Committee to the town (to be published for Town Meeting in May).

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

Time Posted/Initials