

PUBLIC WORKS INITIATIVE COMMITTEE MINUTES

MEETING DATE: January 20, 2012
MEETING LOCATION: Town Hall Meeting Room

PRESENT: John Cunningham, Mark Kost, Hugh Maguire, John Mangiaratti, Bob Price, George Rogers, Valerie Wormell.

ABSENT: Arthur Benoit, Gus Bickford.

STAFF: Angus Jennings, Pat Savage.

GUESTS: None.

DOCUMENTS USED:

Agenda for this meeting;
Draft minutes for the December 9, 2011 meeting;
John Mangaratti's Facilities and Contracts viewgraph presentation (DRAFT).

I. CALL TO ORDER:

A quorum of the seven voting members being present, John C. called this regular meeting of the PWI Committee to order at 8:40 AM. Bob volunteered to take the minutes.

II. OPEN FORUM:

No issues were raised.

III. APPROVAL OF MINUTES:

The draft minutes for the December 9, 2011 meeting were reviewed. Mark made a motion to approve the minutes as amended; Bob seconded and the motion passed unanimously.

IV. BUSINESS:

John M. updated the Committee on the work done toward consolidating the Town's facility maintenance contracts. The result look promising and John's presentation package should form the basis of the Committee's quarterly report to the Selectmen. John will distribute copies of the draft to the Committee.

A Westford Academy student, Evan Wang, has photographed every Town building and its specific features (and problems). A photographic catalog has been created to help identify facility needs.

John M. is trying to inventory all the fire suppression/detection equipment. The equipment costs are currently borne by the individual departments.

APPROVED AS AMENDED

John C. is “almost done” with his department survey. The Schools are already using a tracking system — they just need to make it formal. The Library is a good example of a well-organized department.

It was agreed that John C. would, through Bill Olsen, invite Richie Crocker to our next meeting.

We need another School Department representative since Arthur hasn't been making our meetings. We are missing input from the largest department. John will send something to Arthur about an alternate, suggesting Kathy Auth.

Valerie suggested that the Capital Planning, Energy, and Permanent Town Building Committees be invited to a joint meeting after Annual Town Meeting to discuss the creation of a real-time database for the conditions of Town facilities. Valerie will work on an agenda.

We have seen the need for a tracking system to support the needs of the Town. We need a software package like Cartegraph — which the Highway Department is already using — but one without the high cost and limited number of user licenses. The Water Department would like a choice to be made soon so it can get going on its own implementation. It was agreed that we should immediately seek the aid and advice of the new IT Director for this software.

Valerie spoke to Maynard who have just hired a new facilities manager. He has no staff and therefore acts like another assistant town manager.

It was agreed that the Committee try to meet on the fourth Friday of each month.

V. ANNOUNCEMENTS:

The next meeting will be on Friday, February 17, in the Town Hall Meeting Room starting at 8:30 AM.

VI. ADJOURNMENT:

A motion was made by Bob that the meeting be adjourned, there being no further business to transact. The motion passed unanimously and the meeting adjourned at 10:10 AM.

Submitted respectfully,

Bob Price