

MEETING NOTICE

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| COMMITTEE NAME | DPW Facility Committee |
| DATE OF MEETING | August 25, 2016 |
| TIME OF MEETING | 7:00 PM |
| PLACE OF MEETING | Senior Center, 1130 Main Street, Dining Room, Holden, MA 01520 |

THIS MEETING NOTICE MUST BE POSTED WITH THE TOWN CLERK AT LEAST 48 HOURS PRIOR TO MEETING (EXCLUDING SATURDAYS, SUNDAYS AND LEGAL HOLIDAYS)

Original and 1 copy to Town Clerk
1 copy to Town Manager

This notice submitted by:

Name

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| Town Clerk Received: |
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ITEMS TO BE DISCUSSED

1. Review and approval of meeting minutes
2. Vote on new Secretary for the Committee
3. Holden Days DPW booth-arrange for committee members to volunteer
4. Discussion of 8/18/16 site visits
5. Review Phase I Site Assessment for 18 Industrial Drive
6. Update and discussion on 18 Industrial Drive acquisition-process and schedule
7. Vote on whether to recommend a Special Town Meeting for acquisition of 18 Industrial Drive
8. Review and discuss amended space needs
9. Old Business
10. New Business
11. Set future meeting schedule