

REPORT OF THE PERMANENT BUILDING COMMITTEE

During the 2005 fiscal year ending on June 30, 2005, the Permanent Building Committee was managing the following projects:

Sprague Elementary School Addition and Renovation: Sprague Elementary School opened in September 2002. In Fiscal 2005, PBC released the \$255,000 bond authorization voted at the June 2002 Special Town Meeting. Previously, in Fiscal 2004, the PBC had released the remaining \$23,963 of design funds.

Library: The Library was substantially completed on May 13, 2003, and was opened to the public on June 1, 2003. The PBC has been dealing with some HVAC noise and balancing issues and some additional electrical issues. The PBC determined that gutters needed to be installed at some roof locations for better control of water runoff. That work is being done under the original appropriation and within the contingency.

Annie F. Warren Building - Recreation Center and Health Department Facility at Warren School: The project was substantially completed in February 2004. There were some remaining punch list issues dealing primarily with the landscaping. Landscaping work was done in the Fall of 2004 and Spring of 2005 by the DPW using retainage held against the Contractor. The PBC released the \$200,000 bond authorization voted at the Nov 2002 STM because it was not needed.

Bates Elementary School Addition and Renovation: This project involves the addition of classrooms and a cafeteria/assembly room, and music room as well as extensive renovation of the old classrooms and administrative offices. Substantial completion of all areas of the school was achieved by November 2003, significantly ahead of the original schedule of April 2004, and within the budget. The PBC dealt with punch list issues during Fiscal 2005 primarily the result of the bankruptcy of the electrical subcontractor. In July 2005, the PBC returned \$482,217 to the Town from the appropriation.

Middle School Renovation: At the December 2004 Special Town Meeting, \$26,175,000 was appropriated for the renovation of the Middle School. The project involves the replacement of the mechanical systems, hazardous material removal, replacement of the window systems as needed, installation of a new roof and reorganization of classroom and administrative space. Construction began in the Spring of 2005 and is presently on schedule for completion in 2007.

High School Renovation: The 2005 Annual Town Meeting appropriated \$136,605 for architectural services to study options in addition to the proposed addition and limited renovation proposed at the 2004 Annual Meeting. The study was underway by the end of Fiscal 2005 and was completed in the Fall of 2005 for review by the School Committee. The report addresses five options ranging from the original proposal presented in 2004 (a three story classroom addition and limited renovation of the existing building) to a new high school on another site.

School Electrical Upgrades: This project has been ongoing for a few years as the work progressed from one elementary school to another during periods when the schools are not in operation. It involves the replacement and improvement of the electrical distribution system

in the elementary schools. The electrical work at Fiske Elementary School was done in calendar 2005.

Pre-School Building: The December 2004 Special Town Meeting appropriated \$2,830,000 for the construction of a new pre-school at the Fiske Elementary School. The building consists of six classrooms, support and administrative space. A construction contract was awarded on March 31, 2005 and construction is in progress, with a scheduled completion in December 2005. Because the space formerly used by the pre-school program was located in the Middle School, which is under construction as part of the Middle School renovation, the PBC arranged for temporary classrooms on the DPW site until the new classroom building is completed.

Highway Garage Electric Upgrades: At the 2005 Annual Town Meeting, \$100,000 was appropriated for design of electrical system upgrades to the DPW Highway Garage. The PBC retained an architect who is presently preparing plans and cost estimates for the renovation work.

REPORT OF THE HUMAN RESOURCES BOARD

The Human Resources Board is comprised of five residents appointed by the Moderator to oversee the Town's human resources function. As charged by the Town Bylaw, the Board administers the Classification and Salary Plans; recommends, establishes, and administers personnel policies and procedures; and maintains employment records. In fulfilling its responsibilities the Human Resources Department also assists Town departments with a wide range of employment and employee relations activities, serving as a resource and providing counsel when needed. It offers guidance and advice with respect to the interpretation and application of personnel policies, contract provisions, and compliance with applicable laws and regulations. An important part of its mission also is to support management and employees alike and to foster equitable application of personnel policies and practices throughout the Town.

Human Resources Task Force

Human Resources Board members Don DeAmicis and Walt Snickenberger served on the Human Resources Task Force, formed pursuant to a vote at the 2004 Annual Town Meeting. The Task Force report to the Special Town Meeting in December 2004 recommended that the structure of the Town's human resources function continue without change. The Board and staff continue to work diligently to implement the Task Force's recommendations concerning communication and collaboration, and to support the collective bargaining responsibilities assumed by the Board of Selectmen.

Wage, Benefit, and Human Resources Administration

The Board is charged by the Town Bylaw to "keep informed as to pay rates and policies outside the service of the town, and [to] recommend to the Town any action which it deems desirable to maintain a fair and equitable pay level." The Town's fiscal constraints in recent years have tempered the Board's recommendations for non-union salary adjustments,