

Town-Wide Building Maintenance
Memorandum of Understanding
July 21, 2007

Objective

- Centralize maintenance and custodianship of Schools and Selectmen-controlled buildings in order to gain the following benefits:
 - Financial efficiencies through pooling of resources and more flexible deployment of resources
 - Integrated long-term maintenance plan
 - Stronger technical supervision of trades-people and clearer delineation of maintenance responsibilities
- Intention is to effect a critical review of current maintenance plans and standards throughout the town and to increase the coordination and level of maintenance work, and improve the condition of all Town buildings through improved resource utilization, and ultimately, through additional resources (subject to Town Meeting support)
- There is no intention to diminish the level of maintenance work currently performed at any building

FY07 organization model

- Establish new position – Town Facilities Director (proposed title)
- Position would assume the prior responsibilities of Dana Cotto and Gerry McCarty, including supervision of all maintenance personnel and custodians
- For FY07, position would report to Superintendent of Schools and Executive Director
- Existing labor contracts would not be affected
- Immediate focus would be on recruiting the new Director and tasking him/her to reset and reinvigorate the organization, including reestablishing necessary support for the Permanent Building Committee (PBC)
- Report progress at next Town Meeting, recommend further changes as necessary, and solicit feedback on new structure and long-term model

Budget

- Clearly delineate the total budget \$ (including maintenance personnel, custodians and capital) available to the Town Facilities Director, and track total spending going forward
- Otherwise, leave budget \$ aligned to current organization
- Develop case for additional operating budget and capital investment, as part of FY08 planning

Endpoint model

- View FY07 as a transition year in which we focus on integrating the resources under the control of the School Committee and the Board of Selectmen