

## **ARTICLE 24. FACILITIES MANAGEMENT DEPARTMENT**

(New Section ATM 2012. Amended ATM 2018.)

24.1. Facilities Management Department. The Town shall have a Facilities Management Department.

24.2. General Duties. The Facilities Management Department shall be responsible for the maintenance, custodial services and capital planning for all Town-owned buildings including school buildings pursuant to G.L. c. 71, § 68, and library buildings and all other buildings, except those buildings or portions thereof under the jurisdiction of the Municipal Light Plant, or occupied by the Water and Sewer Departments.

24.3. Director of Facilities Management. The Facilities Management Department shall be headed by a Director of Facilities Management, who shall be appointed by the Executive Director with the Select Board's approval and who, subject to the Executive Director's approval, shall appoint such staff as are deemed necessary to fulfill the Department's duties.

24.4. Budget. The Facilities Management Director shall prepare an annual budget which will be subject to approval by the Select Board. The Select Board shall be responsible for presenting the budget to the Advisory Committee and for presenting the motion for the budget appropriation to Town Meeting.

24.5. Annual Report. The Director of Facilities Management shall report annually to the Executive Director, in whatever manner and form the Executive Director finds would be helpful, on the status of all Town-owned buildings under the Director's supervision as of the end of the fiscal year, building by building, including the work performed during the year, together with recommendations for future action, and the expected costs to maintain said buildings to the appropriate standard.