

# Milton

## Consolidated Facilities Committee

April 13, 2010

# Members

- Anthony Cichello – Chairman
- Lynda-Lee Sheridan - Milton School Committee
- Christopher Huban - Milton School Committee
- Kathy Fagan - Milton Selectmen
- Murray Regan – Milton Representative
- Jerry Cahalane – Milton Representative
- Richard Williams – Milton Representative
- Mary Cobb –Past Member



# History of Consolidation Efforts

- 2004 – First Suggested in Long-Range Planning Study of the Milton Public Schools
- 2004 – 2007 - Investigation by School Committee Facility Subcommittee
- 2008 – Selectmen establish Consolidated Facilities Exploratory Committee
- 2009 – CFC completes Phase I (Study Phase)
- 2009 – Town Meeting accepts the provisions of G. L. c. 71, §37M (statute authorizing consolidation of building maintenance & administrative functions with town—Step 1 of 2 step process)

# Mission Statement

**Advising the Board of Selectmen and School Committee as they negotiate the development of a new paradigm for school and all other municipal facilities management in the Town of Milton**

## **Old paradigm:**

- Decentralized management by each separate department
- Facilities-related spending embedded w/in various departmental budgets
- Department heads not trained to manage facilities
- Incomplete information and little/no capital planning or funding

## **New paradigm:**

- Consolidated town-wide facilities management
- Detailed and transparent facilities budgeting
- Trained professional facilities manager –with expertise in managing people and complex systems
- Comprehensive, up-to-date capital assessment and capital planning



# Charge of Consolidated Facilities Committee (Phase II)

**Advising the Board of Selectmen and School Committee as they negotiate the development of a new paradigm for school and all other municipal facilities management in the Town of Milton**

--provide advice and recommendations for a new management process

--plan for all municipal and school facility maintenance and other functions per direction of BOS and SC

--recommend roles, responsibilities, authorities and accountability for persons tasked with maintaining facilities

--assist with memorandum of agreement between BOS and SC

--provide assistance with hiring of persons to implement Consolidated Facilities program as requested by BOS and SC

# Progress to Date

- **Developed plan** for new management process and for Consolidated Facilities management (i.e. cleaning, maintenance and repair and capital planning)
  - includes recommended roles, responsibilities, authorities and accountability mechanisms for PFD and Director
  - **Prepared draft memorandum of agreement** for review, comment, modification and acceptance of BOS and SC
  - **Developed transition plan** for imminent launch of PFD
    - Includes hiring of director & capital needs study et al during FY11
    - PFD stand-alone department by FY12



# The Plan

# Functions of Department of Public Facilities

DPF is responsible for the coordination and care of all town-owned buildings currently under control of the Board of Selectmen and the School Committee.

The DPF will coordinate, for each DPF Building the following:

- custodial care/cleaning
- maintenance and repairs
- landscaping for all DPF Buildings and adjacent grounds and pedestrian snow removal
- capital improvements.



# Director of Facilities Job

**DRAFT**

The Director of Facilities performs the following duties:

- Carries out policies of the Board of Selectmen and the School Committee as directed by the Town Administrator and Superintendent of Schools.
- Develops and maintains a multi-year capital improvement plan and maintenance program for all town buildings; oversees execution of approved projects and implements a system to prioritize maintenance projects.
- Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the town's buildings.
- Establishes appropriate preventive maintenance plan and schedule, security systems and procedures, and custodial requirements for each building and installation.
- Directs the maintenance of all buildings as to cleanliness and safety; supervises all custodian and maintenance personnel.
- Meets regularly with building principals and other department heads regarding the care and maintenance of their buildings.
- Ensures that standards consistent with all applicable laws are maintained at a minimum; establishes environmental compliance programs for asbestos abatement, radon control, lead paint control, hazardous waste disposal, air quality standards, fuel tank testing and other local, state and federal environmental compliance regulations.

# Reporting

The Director of the DPF reports directly to  
**BOTH**

--the Town Administrator and

--Superintendent of School

They are BOTH responsible for appointing the Director of Public Facilities.

They MUST agree on a job description, compensation and benefits of the Director.

The appointment and compensation/benefits of the Director will be coordinated in conjunction with the Board of Selectmen and School Committee.



# ORGANIZATION CHART PUBLIC FACILITIES DEPARTMENT

Town Administrator Superintendent of Schools

<sup>1</sup>Facilities Director <sup>1</sup>Administrative Assistant

<sup>2</sup>Operations Manager

Maintenance Trades Custodians

- <sup>3</sup> HVAC <sup>3</sup> Senior Custodians (days)
- <sup>3</sup> Maintenance Laborer <sup>3</sup> Day Shift Custodians
- <sup>4</sup> Electricians (2) <sup>3</sup> Working Foreman (nights)
- <sup>4</sup> Foreman (1) – 1st Step <sup>3</sup> Night Shift Custodians
- <sup>5</sup> Laborer (1)
- <sup>1</sup> HVAC Technician (1)

1 New Hire

2 Could possibly come from the schools, existing position

3 Schools, existing position

4 DPW, existing position

5 DPW, existing position (unfilled)

# Memorandum of Agreement



# Memorandum Of Agreement

## Who must agree?

1. School Committee
2. Board of Selectmen

(BOS agreement would result in inclusion of departments under Board of Selectmen)

# OTHER ELECTED BOARDS (could agree to be included)

## Milton Public Libraries

- Trustees have not voted yet but very interested

## Milton Parks and Recreation

- Discussing with Board which has expressed interest; ongoing efforts to respond to questions

## Milton Cemetery

- Initial meeting with several trustees; scheduled to meet with full committee 4/21



# Memorandum Of Agreement

## Items addressed include:

- Functions of Department
- Responsibilities of Director
- Reporting
- Collective Bargaining
- Location
- Budgeting
- Capital Planning
- Termination

# Measures to ensure security/school department control

- Principal/Superintendent ultimate control of buildings and personnel in buildings
- CORI checks for all personnel working in buildings
- School Department priority of use at all times and control of scheduling in/out of school hours



# Transition Plan

# Mission Timeline

Objective	Projected Date of Completion	Responsibility
Passage of Articles 28 & 29	Town Meeting	Town Meeting
Memorandum of Agreement	+/- Town Meeting	BOS/SC (CFC assist)
Hiring of Facilities Director	Selection by Sept. 1, 2010; October 1, 2010 start	Superintendent/Town Administrator (CFC assistance if requested)
Orientation to personnel and systems; initial PFD organizational activities (office, staff, work order system)	Oct 1, 2010 – Jan 1, 2011	Director of Facilities
Review of union contracts, strategy for collective bargaining; negotiations (contracts up 7/1/11)	Ongoing from Oct 1 through conclusion of contract	Director of Facilities with Superintendent & Town Adm; BOS & SC consult'n/agreement



# Mission Timeline

Objective	Projected Date of Completion	Responsibility
Facilities Director--Operational Control of Employees/Functions	January 1, 2011	Director of Facilities
Hiring of Admin Asst/Ops Mgr	(subject to funding)	Director of Facilities
Budget Due to Warrant Committee	January 1, 2011	Director of Facilities
Capital Facilities Assessment	Bid/award Jan 1; Study complete April 1, 2011	Director of Facilities
Capital Facilities Assessment Report presented to Capital Improvement Planning Committee	May 1, 2011	Director of Facilities
New Department	July 1, 2011	Director of Facilities

# NEXT STEPS



# Action Items

Obtain Positive Recommendations:

- **School Committee**
- **Board of Selectmen**
- **Library Trustees**

Further Discussion/Seek Recommendations

- **Parks & Recreation Board**
- **Cemetery Trustees**

# Action Items

Seek to Finalize Memorandum of Agreement

- **School Committee**
- **Board of Selectmen**



# ARTICLE 28

To see if the Town, pursuant to Chapter 71, Section 37M of the Massachusetts General Laws, will vote to consolidate maintenance of the Milton Public Schools, including maintenance of buildings and grounds, with maintenance functions of the Town of Milton;

and to act on anything relating thereto.

Submitted by the Consolidated Facilities Exploratory Committee.

# ARTICLE 28 Recommendation

**YES. Consolidation subject to execution of Memorandum of Agreement approved by BOS and School Committee**

RECOMMENDED that the Town, pursuant to Chapter 71, Section 37M of the Massachusetts General Laws, consolidate maintenance of the Milton Public Schools, including maintenance of buildings and grounds, with maintenance functions of the Town of Milton, and authorize the Town Administrator to negotiate on behalf of the Town of Milton an agreement for such consolidation with the Milton School Committee, such agreement to be subject to the approval of the Milton Board of Selectmen on behalf of the Town of Milton and subject to the approval of the Milton School Committee.



# ARTICLE 29

To see what sum of money the Town will vote to appropriate for the purpose of funding salary and general expense cost items not in departmental budgets for the twelve month period beginning July 1, 2010 for the establishment of a Consolidated Facilities Department such sums to be allocated to the departments;

and to act on anything relating thereto.

# ARTICLE 29 Recommendation

**\$138,402 available only after (1) TM approval of Article 28; and (2) execution/approval of MOA by BOS and SC**

RECOMMENDED that the Town vote to appropriate the sum of \$138,402 for the purpose of funding salary and general expenses items of a Consolidated Facilities department. Such funds to be transferred to the departmental budget only after a vote by the Town under Massachusetts General Laws Chapter 71, Section 37M to consolidate maintenance of the Milton Public Schools with maintenance functions of the Town and the execution of a memorandum of understanding between the School Committee and the Board of Selectmen regarding the consolidation of maintenance of School and Town property and that to meet this appropriation the sum of \$138,402 be raised from the tax levy.



# Funding

	Requested by CFC	Proposed WC Funding
Director	\$105, 000 (\$90,000 – 120,000)	\$79,000 (partial year 10/1-6/30)
Admin Asst.	\$45,000	\$9,402
HVAC	\$50,000	
Capital Needs Assessment	\$45,000	\$45,000
Office/Admin	\$5,000	\$5,000
Total	\$250,000	\$138,402