

Facilities Management Oversight Committee

July 11, 2016

Selectman's room, Second Floor, Natick Town Hall

This meeting was posted in advance in accordance with the requirements of Massachusetts General Laws (MGL).

Committee Member Attendees: Dave Mangan, Nick Mabardy, Amy Mistrot, Martha White.

Other Attendees: Bill Chenard, Carolyn Cain, Mike Andersen, Andy Meyer

The meeting was called to order by A. Mistrot at 4:18 PM.

Introductions:

Jim Kane introduced new FMOC members Dave Mangan and Andy Meyer

M. White motioned to add Andy Meyer to the FMOC Committee. Amy Mistrot and Nick Mabardy seconded this motion and it passed with a 4-0-0 vote.

Jim Kane introduced his new staff members. Carolyn Cain – Special Assistant to the Facilities Director started on May 25 and Michael Andersen – Custodial Supervisor who started on June 20.

Jim Kane thanked M. White, R. Tranfaglia and B. Chenard for the quick turnaround in getting these positions filled.

Michael will be responsible for 36 FTE's, 9 School Buildings and 5 Town Buildings.

Per J.Kane, Michael will free up Maintenance Manager Kevin Coxall to focus on building PM and routines.

J. Kane also acknowledged Brian LeBlanc the new Procurement Director. He is a great assistance on Capital Projects.

J. Kane advised that a Jr. II Custodian was terminated recently due to a performance issue. We are in the process of replacing this position.

Department Updates:

J.Kane motioned to approve the minutes from the April 4 FMOC meeting approved. M. White approved and A. Mistrot seconded. Minutes approved by a 4-0-0 vote.

Facility Dude:

J. Kane stated that Facility Dude Software training is scheduled and August 1 is the go live date. Sr. Custodians will have access. Will keep the existing software for now. Facility Dude is software for both school and municipal buildings, School Dude software is only for schools. We had 392 work requests last quarter and average 2000 per year. Software will allow tracking of work. We can grant School Principals access, but want them to go through the senior custodians. The software will allow email notifications for status. Will start small and expand from there.

N. Mabardy asked who would track the work

J. Kane stated he would track the work along with Kevin Coxall and Mike Andersen. Kevin will have the majority of the work.

M. White asked who would assign the tasks.

J. Kane stated that he will be going into the system regularly, but Kevin will have the bulk of the responsibility to assign tasks. It is important that we have timely service.

M. White stated she would like to see a demo of the software.

J. Kane stated that he plans on having a demo for the next FMOC meeting.

A. Mistrot asked if there would be an additional level of urgency for emergencies like a water pipe burst. Could these be taken over the phone?

J. Kane stated he wants the calls and will address the issue first and then will input the work into the system.

B. Chenard stated he hoped the custodian would first triage the issue, make the call and then input the work order in the system.

D. Mangan stated that software like Facility Dude is in hospitals and is wonderful in closing the loop.

J. Kane stated exactly, can confirm or comment that work is complete or if not why it is not complete. Also it will allow us to track time on the Work Orders. It also allows us to provide feedback to our customers.

D. Mangan stated that the custodians need to feel that they are a valuable member of the staff, especially in the schools.

J. Kane wants to incorporate regular login sheets for vendors who are coming into the schools. Facility Dude will help our communication with our custodians.

M. White stated she is concerned that in previous years work orders were done that the board would not have approved. She would like to provide a work of Caution and support rejection of work orders that seem frivolously.

J. Kane stated he talks to B. Chenard and K. Coxall and P. Sanchinoni on a regular basis about Capital projects.

Irrigation:

J. Kane stated that land fields are run by Art Goodhind. There is a need to maintain the school greenery. ElenfenR will help maintain the fields and greenery around the schools and municipal buildings. We have one person who works 40 hrs/wk at the high school and they will pair with Elenfen R to look at all the school and municipal buildings.

J. Kane stated that he is still trying to get irrigation at the high school this summer. A. Goodhind has given J. Kane steps needed over the next few months.

B. Chenard stated that with the water ban, we will not have beautiful green landscaping. Some folks want an irrigation system installed now, but we already have a system in place in known, we need to build SPEC's around the current system.

M. White – Will the irrigation be built into the town water supply?

B. Chenard – Yes it will

J. Kane – The inside courtyards will still be maintained by the school custodians.

Water Testing

J. Kane stated we reached out to MADPE, they offered their assistance and J. K has a meeting with them late July/early August. Will be attempting to get money for the school and town signage for no drinking water being installed.

M. White with the installation of the bottle fillers, can we eliminate the bottled water dispensers.

J. Kane – yes we can. All bubblers are safe to drink from. All water bottle fillers that were not safe have been removed.

B. Chenard – Recommend we time how long it takes the filters to change to orange and green.

Year End Budget:

J. Kane – for the town side under budget for most line items.

B. Chenard – I am happy with budget.

M. White – the Elliot school is changing funding in FY18

B. Chenard – RFP is on the street now. Will not change the budget, but it will change to a reimbursement fund.

J. Kane – School Budget is over mostly due to water testing and some lies with the Lilja flood.

Would like to monitor budget and increase over time if needed.

B. Chenard – don't budget over time; add to budget now what is needed.

J. Kane – Will put together what is needed.

Facility Management Reserve Fund:

B. Chenard – Change the name to the Capital Management Reserve Fund and to be part of FY18 Budget.

M. White – Why not ask for it for this fall?

B. Chenard – I am fine with doing that

A. Meyer – A slight delta on capital projects is the only use of this Capital Management Reserve Fund?

B. Chenard – Yes and if not used in a FY, the money goes back into the budget.

M. White – What about in an emergency?

B. Chenard – We would use the Reserve fund.

M. White – As part of each year's budget, we have a reserve fund of \$250,000. This fund is by vote of the finance committee.

B. Chenard – This Capital Management Reserve Fund would be voted by this committee and the school board.

Solar Project:

J. Kane – In the process of working with Jillian on the Lilja Solar roof project. Will have a summary at the next meeting.

A. Mistrot – Where are we with the Solar Carports?

B. Chenard – We have received the RFQ's and they will be installed next year. The Rink and DPW projects are to complete this fall.

M. White – Will these projects go through the approval committee?

B. Chenard – Yes the roof's will go through the committee, the carports will not.

Brown School Modular's:

J. Kane – Modular's are going well.

A. Meyer – The playground has been approved

- A. Mistrot – Are we doing landscaping?
- B. Chenard – Landscaping is included

Contract Negotiations:

- J. Kane – Contract Negotiations are ongoing. Aiming for a fair contract with all three divisions. The language is much of what is being looked at.
- D. Mangan – Are the unions all part of the same bargaining unit.
- M. White – yes they are
- B. Chenard – we will never have the same language and the functions are very different.
- M. White – Trying to bring down one end and not the other end up.

Committee member concerns:

- M. White – This was a good update
- M. Mistrot – No concerns

New Business:

- Facility Dude Demo at next FMOC meeting
- Next FMOC meeting to be held on Monday October 17, 2016 at 4pm
- Budget Summary for FY16 and Year end.
- What does facilities really need for proper budget allocation?

Motion to adjourn the meeting was moved by M. White, seconded by A. Mistrot. The meeting adjourned at 5:23 PM by a vote of 4-0-0.

Carolyn Cain, Recorder
Minutes approved on _____ by a vote of X-X-X.