

Municipal Buildings Maintenance & Repair Committee

11/08/2011 Minutes

Members present: Mr. Trudeau, Mr. Dunn, Mr. Espe

Meeting called to order at 6:37 p.m. by Chair Mr. Trudeau.

Minutes from March 22, 2011 were approved.

Committee Policies

A motion was made, seconded, and passed to strike 2.a.i and 2.a.ii. The original wording was:

2. Scope

- a. The Committee will entertain requests for expenditures from the Municipal Building Fund for municipal building repair and maintenance items:
 - i. Where the amount is less than \$20,000, or
 - ii. For any amount where the expected useful life of the item(s) are less than five (5) years.

2.a now reads:

2. Scope

- a. The Committee will entertain requests for expenditures from the Municipal Building Fund for municipal building repair and maintenance items.

The Committee felt that removing i. and ii. would give the Committee greater flexibility with requests for funds.

Fund Request Form

The draft Fund Request Form was reviewed along with comments received on the form from Ray Bricault. The response to Ray's questions were:

- Categorizing requests as recurring – the Committee did not see any value in including this information on the form at this time.

- Including documentation of work done, date of repair, et al if a repair is already completed – the Committee felt that capturing this type of information and validating the repair work is the responsibility of the department heads.
- Submitted to dept manager for inclusion in the operating budget – since department heads must request the funds from the MBC, the Committee saw no reason for adding this type of information to the form.

Mr. Trudeau agreed to revise the form given the following suggestions:

- Remove FY2012 from the title and add a form revision date.
- Add a reason for expedited consideration, and drop the “ranking” section.
- Re-layout “funding sources” and capture total cost, funds to be used from other sources (e.g. department operating budget , funds from other sources), and funds requested from the Municipal Buildings Fund. The new layout will result in Estimated Cost being moved/dropped from its current location on the form.
- Remove Increase to Property Basis from the form.
- Use checkboxes instead of underlines.
- Use fewer lines and more spacing.
- Remove “Check if seeking retroactive funding for a repair already completed”. The Committee felt that though this information might be useful, inclusion on the form might encourage department heads to do this – seek funds after the work is done.

New Business

Municipal Building Maintenance Fund.

The Fund has a balance of \$8,585.39 as of 8/31/2011. The initial deposit was \$8,584.80 (unexpended funds from FY 2011 department building maintenance accounts). Interest of \$0.59 has accrued as of 8/31/2011.

Tours of Municipal Buildings.

Mr. Trudeau asked the Committee whether or not tours of municipal buildings would be in order. The Committee felt that the tours would be useful. Tours would allow the Committee to get a first-hand look at the buildings and potential issues. Tours would also afford department heads an opportunity to point out problem areas of which they are aware. Mr. Trudeau will pursue the tour arrangements.

Policy Approval

November 29 2011 is the target date for holding a public hearing on the Committee's policies. At that time, it is expected that the effective start date for the policies will be set.

Meeting Dates

In general, the Committee will meet on a 2nd Tuesday each quarter. Following is the schedule for the next year:

- Tuesday, March 13, 2012
- Tuesday, June 19, 2012
- Tuesday, September 11, 2012
- Tuesday, December 11, 2012

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Gerald Espe, Committee Secretary