

Municipal Buildings Committee

2/15/2011 Minutes

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

Meeting called to order at 6:38 p.m. by Chair Mr. Trudeau.

Minutes from November 17, 2010 were approved.

Upcoming meetings – Feb/March 2011 with Town Administrator to discuss budgets. Also need to discuss target balance for the maintenance trust fund.

Regular meeting schedule – it was decided to plan to meet quarterly. At this point, there is no compelling reason to meet more frequently.

Building Maintenance Reports from Town Accountant – two reports were reviewed. Per Leslie Guertin, expect a 4th line item to be added to the Building Repair Accounts report for the Building Maintenance Trust Fund account. We can also expect more meaningful Journal Descriptions in the GL Detail report.

Form for requesting maintenance funds – a sample form was shared by Mr. Trudeau. A final version of the form will be needed by July 1 2011. Until then, Mr. Trudeau to find out from Mike Daley what the threshold is between a capital repair, approved by the Capital Committee, and other repairs approved by this Municipal Buildings Committee. Marc also to draft the form for further consideration by the full committee next meeting. This form needs to identify a requested amount, and relative urgency. The categories of urgency discussed were:

- Safety/Security issue
- Urgent (prevent further damage/problems),
- Not Urgent.

Procedures for the committee were discussed. It was moved and accepted to adhere to the following procedures subject to review by Town Counsel:

Committee Procedures:

1. Monthly Review of Expenditures
 - a. Town Accountant will forward the Building Repair Accounts report and Detail Expenditure Report to committee members each month by email.
 - b. Committee members review the reports and respond their approval/disapproval by email back to the Town Accountant.

- c. Town Accountant notifies Committee Chair if less than 3 approvals are received back. Issues will be reviewed at the next scheduled meeting. At the discretion of the Committee Chair, a special meeting can be called to discuss the issues.

2. Requests for Maintenance Funds

- a. Maintenance Request Form to be completed by departmental head and sent to the Committee Chair and Vice Chair.
- b. If the requested amount is less than \$1000.00, an email process will be used to review and approve the request, if possible:
 - i. Where Safety/Security is at stake, a response will be given within 48 hours.
 - 1. Committee Chair will email the request to Committee Members.
 - 2. Committee members will email their approval/disapproval to Town Accountant.
 - 3. Town Accountant notifies Committee Chair if less than 3 approvals are received back. In this case, Committee Chair will convene an emergency meeting. Otherwise, Town Accountant will issue the requested purchase order.
 - ii. Where the request is urgent, a response will be given no later than the next Legal Tuesday (next Tuesday that allows for 48 hr. public notice prior to meeting on that day, if required).
 - 1. Committee Chair will email the request to Committee Members.
 - 2. Committee members will email their approval/disapproval to Town Accountant.
 - 3. Town Accountant notifies Committee Chair if less than 3 approvals are received back. In this case, Committee Chair will convene a meeting no later than the next Legal Tuesday. Otherwise, Town Accountant will issue the requested purchase order.
 - iii. Where the request is not urgent, a response will be given no later than the next scheduled meeting.
 - 1. Committee Chair will email the request to Committee Members.
 - 2. Committee members will email their OK/disapproval to Town Accountant.
 - 3. Town Accountant notifies Committee Chair if less than 3 approvals are received back. In this case, Committee Chair

will schedule the item for review no later than the next meeting. Otherwise, Town Accountant will issue the requested purchase order.

- c. If the requested amount is greater than or equal to \$1000.00, the request will be reviewed in a meeting:
 - i. Where Safety/Security is at stake, a response will be given within 48 hours.
 - 1. Committee Chair will convene an emergency meeting.
 - ii. Where the request is urgent, a response will be given by the next Legal Tuesday.
 - 1. Committee Chair will convene a meeting no later than the next legal Tuesday.
 - iii. Where the request is not urgent, a response will be given by the next scheduled meeting.
 - 1. Committee Chair will schedule the item for review no later than the next meeting.

3. Invoicing and Funds Disbursement

- a. Invoices to be submitted by department heads along with a copy of the Request for Maintenance Funds form to Town Accountant.
- b. Town Accountant pays the bill if the invoice amount is not greater than the amount authorized by the Committee.
- c. If the invoice amount exceeds the authorized amount, the Committee will review the invoice no later than the 2nd next Legal Tuesday. The invoice will not be paid unless authorized by the Committee.

The meeting was adjourned at 7:40.

Respectfully submitted,

Gerald Espe, Committee Secretary