

# **Municipal Buildings (Maintenance & Repair) Committee**

## ***12/13/2011 Minutes, Public Hearing and Meeting***

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

Public Hearing called to order at 6:53 p.m. by Chair Mr. Trudeau.

### **Committee Policies**

The Committee members offering no discussion about the policies, as published, Mr. Trudeau opened the floor to public comment.

Members of the public in attendance: West Boylston Fire Chief Pauley

Mr. Trudeau read into the record the comments of West Boylston Library Director, Louise Howland, from a conversation he and Mr. Dunn had with her prior to the Public Hearing:

Director Howland questioned why the Committee policies called for the review and possible reclassification of any maintenance expense it deemed to not actually represent maintenance, since such review was already being conducted by the Town Accountant. Director Howland was concerned about possible micromanagement. When reassured by Messrs. Trudeau and Dunn that the committee did not expect to ever have to exercise this authority but felt such oversight was its responsibility, and when told it gave the Committee the opportunity to recognize patterns such as repeated repair of the same item which might bear replacing, she agreed the provision was appropriate and had no objections to the policies as published. She suggested the text of that policy be expanded to express the rationale for its inclusion.

Chief Pauley asked the Committee to confirm that its responsibility was limited to management/disbursement of the funds in the Municipal Buildings Fund (and did not include such responsibility over the Buildings Maintenance line items in each departmental budget. The Committee confirmed his understanding, adding the clarification that the Committee would review for appropriateness, monthly after the fact, all Buildings Maintenance expenses incurred by the departments. Chief Pauley indicated he had no objections to the policies as published.

Hearing no further discussion, Mr. Trudeau closed the Public Hearing portion of the meeting at 7:00 p.m.

The Committee discussed and decided not to make the addition to the policies suggested by Director Howland.

Mr. McCormick then moved to accept the Committee's policies, as published, for implementation effective 1/1/2012. Mr. Dunn seconded. Hearing no discussion, Mr. Trudeau called for a voice vote, and the motion passed unanimously.

### **Fund Request Form**

The committee reviewed the Municipal Buildings Fund Request Form, as handed out to the Committee and the public during the meeting, and no changes were requested or discussed.

Mr. Trudeau moved to approve the Municipal Buildings Fund Request Form, as handed out during the meeting, and request it be published to the Town's Web site. Mr. Dunn seconded. Hearing no discussion, Mr. Trudeau called for a voice vote, and the motion passed unanimously.

### **Tours of Municipal Buildings**

West Boylston Public Works Director Baruzzi and Director Howland having previously communicated their availability weekday mornings at 7:30 and 8:30, respectively, and Chief Pauley indicating he was generally available at 8:00; the four Committee members and Chief Pauley tentatively agreed the Committee would tour all three municipal buildings the morning of 2/8/2012 (a Wed.) and that Mr. Trudeau would confirm said date with Directors Baruzzi and Howland and Committee member, Mr. Bricault.

### **Prior Minutes**

Mr. Dunn moved to accept the minutes of the Committee meeting of 11/8/2011, as published to the members by Secretary Espe by e-mail. Mr. Trudeau seconded. Hearing no discussion, Mr. Trudeau called for a voice vote, and the motion passed unanimously.

### **New Business (None)**

Mr. McCormick moved to adjourn. Mr. Espe seconded. Hearing no discussion, Mr. Trudeau called for a voice vote, and the motion passed unanimously.

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Marc Trudeau, Committee Chair