

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

## ***06/11/2013 Meeting Minutes***

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

Guests present: Mr. Gaumond, Town Administrator, Louise Howland, Library Director

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

### **Prior Minutes**

Mr. Bricault moved to accept the corrected minutes of the Committee's meeting of 03/12/2012. Mr. McCormick seconded. The motion passed unanimously.

### **Old Business**

#### **Public Safety Building**

Town meeting approved funding for seal coating. Quoting is in process. May be completed in the fall of 2013.

#### **Building Inspector's Inspections of Municipal Buildings**

#### **Maintenance Schedules**

Have not heard back from the department heads of the PSB and the DPW. Mr. Gaumond to follow up with the department heads.

#### **MBC Reports**

Issue was that the Committee needed detail, but providing that detail was labor intensive. Discussed getting invoice detail from Town Accountant. Discussed whether or not the committee needs to review invoices. Some benefits from oversight, some benefits might accrue by being able to spot recurring repairs that might, for example, warrant replacement instead of repair. Discussed periodic reports from department heads – quarterly – listing maintenance invoices, perhaps over a minimum amount.

Mr. Trudeau moved that 3.a in the Municipal Buildings (Repair and Maintenance) Committee policies be changed from “monthly” to “quarterly” and that a new bullet be added (subtopic “b”) “Committee chair will email department managers prior to next meeting to provide a qualitative summary of maintenance work performed.”. Seconded by Mr. McCormick. Mr. Espe moved to amend the new subtopic b as “Committee chair will email department managers prior to next meeting to provide a description of maintenance invoices paid over the previous quarter”. Amended motion was seconded and unanimously approved.

Mr. Trudeau moved that “monthly” be stricken from the title of section 3. It will now read as “Review of Expenditures”. Seconded by Mr. McCormick. Approved unanimously.

Revised policies are to be sent to Mr. Gaumond.

### **New Business**

#### **Unexpected Library Repair Expense**

The Library Director, Ms. Howland, asked the Municipal Buildings (Maintenance and Repair) Committee to pay for the Library’s additional valve repair expense. The actual valve repair invoice exceeded the original estimate by \$6,314.00 – due to unexpected increase in scope of work (more leaking valves were found). There was a discussion about whether or not the entire heating system needed to be evaluated to determine whether or not major repairs were needed. Mr. Gaumond will pursue a grant to fund an evaluation of the heating system. Mr. Dunn moved to pay the invoice. Mr. McCormick seconded. Approved unanimously.

#### **Quarterly Expenses**

Last quarter’s expenses were reviewed. There was a discussion as to whether or not carpet cleaning is a maintenance item. Mr. Gaumond suggested a periodic meeting with department heads to discuss such items as carpet cleaning. Questions e.g. “Are the expenses properly “maintenance” items?” and “What is the effect of not doing it?” can then be further pursued/discussed.

#### **Central Maintenance Authority**

The Committee discussed the idea of a central authority - e.g. a facilities administrator - to set a maintenance schedule for ALL town buildings – including school property. Mr. Trudeau moved to express support for Mr. Bricault’s proposal to explore centralized maintenance of town buildings under a facilities manager. 2<sup>nd</sup> by Mr. Dunn. The motion was approved by all with the exception of Mr. Espe. Following further discussion, Mr. Espe moved to reconsider the motion. The motion was unanimously approved.

Mr. McCormick motioned to adjourn, Mr. Dunn seconded, and all assented. Meeting was adjourned at 8:30 pm.

Respectfully submitted,

Gerald Espe, Secretary