

FY22 DEPARTMENTAL NARRATIVES

Department: **Public Buildings (192)**

FY21 Projects & Accomplishments: The Maintenance Department has endured quite the challenges in FY21. The work put in place to manage the pandemic has been overwhelming at times. Administration has implemented a number of security measures to ensure that town employees are working in a safe and healthy work place. The guidance we have received from both our public health officials and colleagues has been commendable. We put forth standard operating procedures to reduce the potential spread of the covid-19 virus. While, also supporting the health and safety of each employee. Departments collaborated and administered the tasks at hand during this emergency situation day in and day out.

A few of the measures put in place by the maintenance department included, installing plexiglass barriers in all Town Facilities, the assembly of PPE Equipment, social distancing implementations, making certain that our facilities were cleaned, sanitized, and disinfected on a daily basis all to control the spread of the virus in the event that an outbreak occurred. This also included the hiring of professional services for an initial cleaning and sanitizing. We then hired two part time employees to continue these tasks for a few more months. We faced the issue of opening to the public for two days out of the week, this meant we needed to put in place external mail drops for the public to access our mailing system and day to day business needs. I believe that our biggest accomplishment in FY21 was identifying the needs to proceed with early voting and the Presidential Election during the pandemic. I believe we did so in a professional manner. Health and safety being of the highest priority for our fellow employees and Brewster residents.

I have most recently taken on a number of projects in-house to both enhance our Town Hall Facility and reconfigure a number of rooms to utilize the space for our current and future needs. There was a request to prep and repaint our two meeting rooms (A&B). The objective was to give the rooms a new and clean modern look by resurfacing the old stained and urethane pine boards with a color coordinated paint job. The meeting room table and stage area were also resurfaced to match the meeting room a walls. Room b is to be completed in the next few weeks. USB ports were also integrated into

the meeting room table as well to keep computerized equipment charged during an event or meeting.

From there I proceeded to move our entire mail room down the hall in place of our old small conference room. This included a collaborative effort to rewire and the placement of both the mailing and plotting machines. The large capacity counter top and mail slots were removed and affixed to the new location along with prep & repaint after the removal of cabinets to accommodate the relocation of the mail machine.

That project now being complete allowed us to reconfigure office space for the new Human Resources Office for Susan Broderick. This room had a complete overhaul. Touch up Plaster, paint, carpeting and new office equipment.

From there I performed a renovation project in our staff lounge. The floor was updated with new tile. The walls and the stained pine trim boards, shelving and windows were all updated with new paint. I then purchased a few new pieces of furniture to allow for social distancing in the workplace with an addition to a portable disinfecting filtration system to ensure pure clean air to create a healthier indoor environment. This system was also purchased for our meeting rooms upon re-opening to staff and the public.

Funding has been appropriated to begin the Town Hall Generator Project. We had a pre-construction meeting in November and if everything goes as planned, we hope to have the project complete in late March. This will allow us to better serve our community in the event of an emergency situation. Town Hall has been closed to the public numerous times over the past 20 years of my employment, due to localized power outages. This project will also enhance our Emergency Management practices moving forward if we seek the need for shelter and to keep all operating functions running smoothly.

We have also enhanced the security of our facilities with the installation of an active shooter notification systems (panic buttons). With locations in every Town Facility. This provides a direct call to summon the Brewster Police Station in the event of an emergency. The Town Hall was also equipped with lockdown buttons carefully located to immediately secure all doors from an intruder entering the facility.

The Town Of Brewster is dedicated to energy efficiency. We received the Green Communities Designation in 2020. Part of this grant request is to pay for a consulting services for a part time Energy Manager. The town plans to undertake a number of projects to ensure we increase our energy efficiency at a number of our facilities.

For example:

1. Town Hall - Interior lighting
2. Natural Resources - Interior lighting, programmable thermostats and mini split heat pumps to replace old electric baseboard heat
3. Police – Demand control ventilation, dual enthalpy economizer
4. Ladies Library – Update controls to HVAC System as software is out of date

5. Council On Aging- Heat pump water heater and programmable thermostats
I look forward to working with Peter, Donna and the DOER Committee to assist and arrange with scheduling/planning and training of these enhancements.

FY22 Goals & Initiatives: Goals for FY 22 are to continue to assess our Town Facilities regarding efficiency updates, strategic planning for preventative maintenance and good housekeeping skills. We perform these tasks through training and enforcing guidelines in the workplace. I work with risk control consultants throughout the FY and doing so will prevent a situation from becoming hazardous and unsightly. I look forward to working with the Massachusetts Facilities Administration Association in the near future. Due to Covid-19 regulation, in person meetings are on hold for the time being. To be able to collaborate with other facility managers and compile and analyze the needs of our facilities on this level shall prove to be extremely valuable.

The following information has been provided on a fiscal basis to inform new and current board members with accurate information, relative to our budget process and needs.

1. TOWN BUILDINGS:

- A. **REPAIR & MAINTENANCE** – This is an account, which is used to pay for various repairs and services, parts and equipment that are specific to the Council On Aging Facility.
- B. **CLOTHING ALLOWANCE** – We utilize this account to pay for the uniforms and shoes for the two full-time employees.
- C. **CUSTODIAL SUPPLIES** – This account is used to pay for all cleaning supplies, paper products and miscellaneous items for the operation of this building.
- D. **BUILDING AND EQUIPMENT** – This line item is used to pay for contracted repair work, purchasing of building repair materials, and other building maintenance items.
- E. **ELEVATOR MAINTENANCE** – We have two, three-stop elevators at our Town Hall and Council On Aging Facilities. This line pays for the monthly maintenance and annual inspection expenses for this equipment.
 - 1. We have quarterly Elevator inspections. \$95.00 per facility.
 - 2. State Elevator Inspection. \$400.00 per facility.

3. Elevator Co. fee for State Inspection (2men). \$600.00 per facility

F. **ALARM MAINTENANCE** – This account is used to pay for maintenance and monitoring for our smoke/heat alarm system, routine quarterly inspections, alarm resets, elevator recall testing and fees related to an annual fire detection system report.

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|---------------------------------------|-------------------------|
| 1. Quarterly Inspections | \$348.00 Total annually |
| 2. Annual elevator Inspection two men | \$230.00 |
| 3. Fire Alarm Inspection Report | \$800.00 |

FY22 BUDGET INCREASE RATIONALE FORM

Department: **Public Buildings (192)**

Requested Increase Amount:

Elevator Maintenance T-Hall	- \$200.00
Elevator maintenance COA	- \$200.00
Custodial Supplies	- \$2,000.00
Building & Equipment	- \$3,500.00

Rationale: The requested increase under the Elevator Maintenance will satisfy an increase to the FY22 service agreement. This will cover additional fees related to quarterly elevator inspections.

The requested increase under the custodial supplies will help fund any covid-19 related supplies or equipment in the workplace, after the depletion of any Federal Cares Act Funding.

The requested increase under Building & Equipment is an effort to replace much needed office related items & equipment. There have been a number of requests to purchase new desks in our Town Offices due to immediate need of repair. A number of these desks have been passed down from other offices and organizations. Departments do not have the funding in their operating budget to cover these costs.

Impact on Services: We have tried very hard to upgrade the Town Hall and keep both employees and residents safe.

[Summary](#)

EXPEND FY18 EXPEND FY19 APPROP FY20 EXPEND FY20 APPROP FY21 REQUEST FY22 CHANGE

PERSONNEL SUBTOTAL
(Form 2)

128,291	131,277	134,213	134,213	137,884	120,834	-12.37%

OPERATING SUBTOTAL
(Form 3)

33,559	27,616	29,908	26,588	30,708	36,833	19.95%

TOTAL DEPARTMENT BUDGET
(Form 2 + Form 3)

161,850	158,893	164,121	160,801	168,592	157,667	-6.48%
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DEPARTMENT: 192 - Public Buildings FY22 Personnel Budget

Total Full Time Salaries/ Wages	119,334
Total Part Time Salary	-
Total Longevity	1,500
Total Education	-
Total Certification Pay	-
Total Holiday Pay	-
Total Other Pay	-
Shift Differential	-
Overtime	-
Salary Subtotal	120,834

ACCT #	ACCOUNT NAME	EXPEND FY18	EXPEND FY19	APPROP FY20	EXPEND FY20	APPROP FY21	REQUEST FY22
5197	Alarm Maint.-Town Hall	645	1,872	3,508	842	1,754	1,754
5198	Alarm Maint.-COA					1,754	1,754
5241	Repair & Maint.- COA	16,650	4,843	5,650	5,416	5,650	5,650
5541	Elevator Maint./Inspect.-Town Hall	2,440	4,958	4,000	1,570	2,000	2,200
5542	Elevator Maint./Inspect.-COA					2,000	2,200
5450	Custodial Supplies	1,468	1,923	1,500	1,217	2,000	4,000
5880	Building Equipment-Town Hall	12,357	14,020	13,700	16,156	14,000	17,500
5192	Clothing Allowance			1,550	1,387	1,550	1,775
OPERATING SUBTOTAL		33,559	27,616	29,908	26,588	30,708	36,833