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**TOWN OF UXBRIDGE
OFFICE OF THE BOARD OF SELECTMEN
21 South Main Street
Uxbridge, MA 01569-1851
508-278-8600**

PUBLIC HEARING

Pursuant to Article 5, Section 1 of the Uxbridge Home Rule Charter, the Town of Uxbridge will establish a Facilities Department.

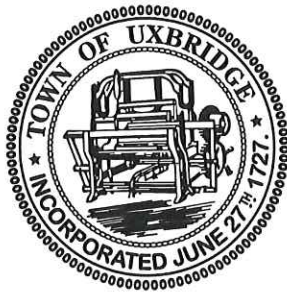
A public hearing on the proposed reorganization will be held on Wednesday, August 21 at 3:00 PM in the Selectmen's Meeting Room, Town Hall, 21 South Main Street, Uxbridge. Public comments will be welcome at that time.

In addition, the Board of Selectmen will hold a Public Hearing on the proposed re-organization (as it may be revised based on the August 21 Hearing) on Monday, August 26 at 7:30 PM in the Selectmen's Meeting Room, Town Hall, 21 South Main Street, Uxbridge.

Copies of the re-organization proposal are available on the Town Manager's page of the Town web site, as well as in hard copy in the Town Manager's office during regular business hours and can be found posted in all Town buildings.

Respectfully submitted,
Uxbridge Board of Selectmen

Insertion date: 8/16/19



August 14, 2019

Board of Selectmen
Finance Committee Chair
Department Heads
Benn Sherman, DPW Director
Ton Dion, Acting Fire Chief
Deb Hinkle, Library Director
Lisa Bernard, COA Director
Marc Montminy, Police Chief
Pout Pond Committee Chair
Recreation Commission Chair

Re: Reorganization to create a Facilities Department for the Town of Uxbridge

Dear Town Official:

Attached is a proposal for re-organization pursuant to Article 5 Section 1 of the Uxbridge Home Rule Charter to establish a Facilities Department for the Town of Uxbridge. A copy of the proposal will be posted in all Town buildings.

I am holding a hearing on the proposed reorganization on Wednesday, August 21 at 3:00 PM in the Selectmen's Meeting Room, Town Hall, 21 South Main Street, Uxbridge. Comments will be welcome at that time.

In addition, the Board of Selectmen will hold a Public Hearing on the proposed re-organization (as it may be revised based on the August 21 Hearing) on Monday, August 26 at 7:30 PM in the Selectmen's Meeting Room, Town Hall, 21 South Main Street, Uxbridge.

I look forward to hearing your comments, or receiving your comments in writing prior to the hearing dates.

Sincerely


Peter Hechenbleikner
Interim Town Manager

Uxbridge MA

Office of the
Town Manager

MEMO

TO: Board of Selectmen, Department Heads
FROM: Peter Hechenbleikner, Interim Town Manager
DATE: 8-7-19
SUBJECT: Reorganization – Facilities Department

In order to facilitate the orderly, efficient, and convenient operation, maintenance and repair of Town buildings, and pursuant to Article 5 Section 1 of the Uxbridge Home Rule Charter, there is here-by created, subject to Board of Selectmen approval, a Facilities Department for the Town of Uxbridge.

ESTABLISHMENT

- The Facilities Department will manage the operation, maintenance, and repair of all Town (non-school) buildings and some other properties as detailed here-in;
- Through the creation of the Facilities Department, all assets, resources, and employees related to building operation, repair and maintenance shall be transferred from the following applicable non-school budgets into a Facilities Department budget:
 - Common
 - DPW
 - Fire
 - Historical
 - Library
 - Senior Center
 - Town Hall
 - Police
 - Pout Pond
 - Recreation
- The following list of identified budget lines from each of the facilities identified above, with estimated amounts shown on the attached sheet (subject to confirmation by the Town Accountant) will be transferred to the Facilities Department budget:
 - Electricity
 - Heat

- Water/Sewer
- Building Repairs/Maintenance
- Building Systems
- Vehicle Maintenance (only for vehicles related to facilities)
- Rentals and Leases
- Property/Grounds
- Custodial
- Supplies

STAFFING AND ROLES

- Utilizing the resources in the adopted FY 2020 budget, the Town will hire a part time Facilities Administrator to head up the Department. Major roles will include
 - Set up with the Town Accountant and manage a budget so that financial records keep track of expenses by building and facility – example: Electric budget will be broken down and tracked by facility. The following accounts from the list of budgets will be transferred to the Facilities Department budget:
 - Identify and address consistency of contracted services among all buildings through bidding or procurement – example: have the same rubbish and recycling hauler for all buildings and facilities;
 - Subject to funding by Town Meeting, hire and manage a full time “handy-person” who will work in all non-school buildings; Manage a service request system for these services;
 - Identify trades needed to repair and maintain buildings and facilities. For those that need to be bid – consider “piggy-backing” on school facility department bids. Work with Department Heads to identify potential bidders, and potential trades persons whose services may not rise to bidding thresholds;
 - Manage the use of identified trades persons during hours the Facilities Administrator is on duty, and publish internally the contact information of the handy-person, and all trades persons so that Department Heads can contact them if needed after-hours. Department Heads must immediately notify the Facilities Administrator if they have arranged services of a trades person after hours.
 - Order and maintain an inventory of supplies – paper products etc.
 - Manage small capital projects for the buildings and facilities.
 - Manage contact and relationships with vendors related to facilities;
 - Other duties as assigned by the Town Manager.
- Hire a full time handy person if Town Meeting approves the funding at the FATM. This person will work under the direction of the Facilities Administrator, cooperatively with the Department Heads on all non-school buildings and facilities, conducting non-custodial services:

- Conduct minor repairs and improvements that can be done without a trades person, and identify what requests require the use of a trades person;
- Install and remove air conditioners;
- Respond to Town buildings to do emergency clean-up until the custodial contractor is available;
- Assist with installing and moving furniture and furnishings;
- Paint the interior of facilities as needed;
- Assist Departments with handling heavy materials (copy paper, delivered materials and supplies);
- Assist with managing recycling bins and rubbish collection;
- Perform preventative maintenance;
- Assist the Facilities Administrator in his/her duties and undertake other tasks as assigned by the Facilities Administrator.

Effective: --/--/2019

Town of Uxbridge MA - Re-organization to Create a Town Facilities Department

	196	421 & 422	220	691	610	541	192	210	171	630	Total
	Common	DPW	Fire	Historical	Library	Senior Center	Town Hall	Police	Pond	Recreation	
PERSONNEL											
Facilities Administrator "Handy Person"					\$8,866		\$27,876				\$27,876 \$8,866
NON-PERSONNEL											
Electricity	\$850	\$12,000	\$31,000	\$1,000	\$8,000	\$4,940	\$16,500	\$24,000	\$800	\$250	\$99,340
Heat		\$15,000	\$16,500	\$2,000	\$4,500	\$2,880	\$20,000	\$12,000			\$72,880
Water/Sewer		\$45,000	\$3,000	\$1,000	\$1,200	\$1,600	\$3,500	\$2,225	\$800		\$58,325
Bld Repairs/Maint		\$9,614		\$240	\$2,180	\$1,200	\$60,000	\$7,725	\$2,000	\$1,050	\$84,009
Building Systems		\$2,350	\$6,900	\$240	\$1,000	\$800	\$2,000				\$13,290
Vehicle Maintenance			\$1,752				\$1,000				\$2,752
Rentals and Leases		\$2,556			\$400		\$6,800	\$2,500			\$12,256
Property/Grounds		\$5,805	\$2,000		\$2,800	\$12,300	\$4,500	\$1,307	\$2,000	\$5,000	\$15,607
Custodial		\$600				\$500	\$11,500	\$16,874			\$48,479
Supplies					\$850	\$500	\$6,000	\$1,000			\$8,950
											\$0
											\$0
Total	\$850	\$92,925	\$61,152	\$4,480	\$29,796	\$24,220	\$159,676	\$67,631	\$5,600	\$6,300	\$452,630