



NATICK BOARD OF SELECTMEN  
AGENDA  
Edward H. Dlott Meeting Room  
Thursday, December 13, 2018  
6:00 PM

Agenda Posted Tuesday, 12/11/18 at 2:03 PM

(Times listed are approximate. Agenda items will be addressed in an order determined by the Chair.)

1. 6:00 OPEN SESSION-Convvene/Call to Order

2. CITIZENS' CONCERNS

Any individual may raise an issue that is not included on the agenda and it will be taken under advisement by the Board. There will be no opportunity for debate during this portion of the meeting. Any individual addressing the Board during this section of the agenda shall be limited to five minutes.

3. REQUESTED ACTION

A. Approve Senior Parking Permit Rate

4. DISCUSSION AND DECISION

A. Review Facilities Director Proposed Job Description

5. TOWN ADMINISTRATOR NOTES

6. SELECTMEN'S CONCERNS

7. 6:55 ADJOURNMENT

NEXT MEETING DATES: Monday, 12/17/18; Monday, 1/7/19; Tuesday, 1/22/19

Agenda posted in accordance with Provisions of M.G.L. Chapter 30, Sections 18-25

Meeting recorded by Natick Pegasus

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**ITEM TITLE:** Approve Senior Parking Permit Rate

**ITEM SUMMARY:**

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Memo-Susan Ramsey	12/11/2018	Cover Memo
Senior Parking Permit Rules/Info	12/11/2018	Cover Memo

December 3, 2018

TO: Trish O'Neil

FR: Susan Ramsey

RE: Senior Parking Permits

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Senior Parking permits increased in price from \$2.00 – \$3.00 in 2018 as a recommendation of Chief Hicks, the Council on Aging and the COA Board to the Board of Selectmen. The intent of the increase was to ensure revenue covered the cost of producing the permits.

To date the COA has issued 1,376 Senior Parking Permits resulting in \$4,116 in revenue.

The projected expense for Senior Parking Permits in 2019 is \$1,296. Revenue is projected at \$4,200. . Projected sales (1,400 permits) will cover expense. Based on this fact I would recommend the Senior Parking Pass Program remain at \$3.00 per permit in 2019.

Historically, the program issued permits at no charge; later began charging \$2.00/permit to cover the cost of producing the permit and increased to \$3.00/permit in 2018.

If I can provide additional information please let me know.

## 2018 - Parking Permits For Natick residents 65+

**PURPOSE:** The program is designed to provide Natick residents 65 years of age and older convenient access to downtown businesses and service providers at a reduced cost. The permit allows seniors to park at any town parking metered space, including kiosk parking, for 2 hours or less based on the time allowed on the meter.

### **RULES:**

- ◆ For the permit to be valid the senior to whom it is issued must be in the vehicle as the driver or passenger.
- ◆ The permit is not valid for business owners or employees or for commuting purposes.
- ◆ The permit must be hung from the rear view mirror facing the front of the car.
- ◆ The permit is valid during the calendar year in which it is issued.
- ◆ The permit does not authorize the operator to park in any restricted area or to be exempt from any other parking violation.

### **HOW TO APPLY:**

To apply for a permit come to the Community-Senior Center, 117 East Central Street during normal business hours. You must present your driver's license or government issued ID to verify age and proof of Natick residency.

**PLEASE NOTE:** Only one permit will be issued per person. Misuse or abuse of the parking permit will result in suspension of the permit and may affect eligibility in future years.

**COST:** \$3.00/\$5.00 replacement fee for lost or stolen permits

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**ITEM TITLE:** Review Facilities Director Proposed Job Description

**ITEM SUMMARY:**

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Director of Facilities Management-Job Description	12/12/2018	Cover Memo
Proposed: Director of Facilities Management/Strategic Capital Partnerships-Job Description	12/12/2018	Cover Memo
Memorandum of Agreement-BOS & School Committee-5/24/16	12/12/2018	Cover Memo
Letter from School Committee	12/12/2018	Cover Memo

**Town of Natick  
Job Description**

<b>Position Title:</b>	Director of Facilities Management	<b>Grade Level:</b>	5
<b>Department</b>	Facilities Management	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Deputy Town Administrator for Operations		

**Statement of Duties:** The Director of Facilities Management develops and oversees programs to ensure proper maintenance of and safety in all public buildings; such programs shall be cost effective, promote efficiency and be designed to protect the longevity of these community assets.

**Supervision Required:** Works under the day-to-day supervision of the Deputy Town Administrator for Operations with overall management provided by the Town Administrator and the Superintendent of Schools.

**Supervisory Responsibility:** Responsible for supervising all departmental personnel, including administrative supervision of contractors. Directs the work of and supervises maintenance and custodial personnel.

**Accountability:** This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations.

**Judgment:** Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Complexity:** Work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Confidentiality:** Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud in field settings, and moderately quiet in an office setting.

## **Town of Natick Job Description**

When outdoors at the job site, the job will involve working around heavy machinery (loaders, backhoes) and noisy equipment. The employee may be subject to inclement weather situations including high heat, extreme cold, heavy winds, and rains and long hours. The employee may be subject to fumes and odors.

**Nature and Purpose of Contacts:** Position interacts with coworkers, public and external contacts. More often ordinary courtesy, tact, and diplomacy may be required to resolve complaints or uncooperative individuals.

**Occupational Risks:** Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Carries out policies of the Board of Selectmen and the School Committee as directed by the Deputy Town Administrator for Operations, Town Administrator and the Superintendent of Schools.
- Develops and maintains a multi-year capital improvement plan and maintenance program for all town buildings; oversees execution of approved projects and implements a system to prioritize maintenance projects.
- Oversees all municipal and school construction projects, including any approved new school or repair projects approved by the MSBA. Will attend evening meetings related to any general government or school construction projects and keep Town Administrator and Superintendent apprised of status.
- Oversees properties owned by the Town but leased to private entities; manages the disposition of such properties whether by lease or sale under the direction of the Deputy Town Administrator for Operations and Town Administrator.
- Assumes responsibility for the comprehensive overall planning and scheduling and monitoring of maintenance and repair requirements of the town's buildings.
- Establishes appropriate preventive maintenance plan and schedule, security systems and procedures, and custodial requirements for each building and installation.

## **Town of Natick Job Description**

- Develops data regarding building maintenance costs, energy utilization, and more to facilitate informed budgeting and decision making regarding operations
- Directs the maintenance of all buildings as to cleanliness and safety
- Tours buildings and meets regularly with senior custodian and principal or building manager to ensure service level is adequate
- Ensures that standards consistent with all applicable laws are maintained at a minimum; establishes environmental compliance programs for asbestos abatement, radon control, lead paint control, elevator inspections, hazardous waste disposal, air quality standards, fuel tank testing and other local, state and federal environmental compliance regulations
- Working with the Town's Procurement Officer, determines and establishes detailed bid and quote specifications pertaining to purchase of supplies, materials, equipment, and contract work; oversees the acquisition, storage and issuance of all custodian and maintenance materials, supplies and equipment
- Responsible for the purchase, utilization and control of all forms of energy used in town buildings; energy purchases for General Government buildings shall be done in conjunction with the Director of Public Works. School energy purchases shall be done in conjunction with the Director of Finance. Collaborative energy purchases are encouraged where practical
- Stays informed of the latest trends, developments and products in the areas of maintenance, repair and upkeep, and encourages innovation and experimentation as appropriate
- Reviews on a regular basis all physical security precautions and procedures, and recommends additions and changes in service as appropriate
- Prepares and administers the approved budget for facility maintenance, safety and security including supplies, equipment and personnel.
- Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments; ensures that all contract work is procured in accordance with state law and Town procurement policies.
- Oversees the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of custodian and maintenance personnel according to terms of the collective



## **Town of Natick Job Description**

bargaining agreement and subject to the approval of the Town Administrator or Superintendent of Schools, as appropriate.

- Assists with preparation for collective bargaining, makes recommendations for collective bargaining agreement modifications; administers provisions of collective bargaining agreement
- Evaluates the Maintenance Manager.
- Organizes and implements an orientation program on proper operation and maintenance of building facilities for custodial and maintenance personnel; develops and conducts a continuing program of staff training and personnel development as appropriate for departmental activities and staff needs.in conjunction with the Maintenance Manager. · Oversees vacation schedules for custodial and maintenance personnel
- Oversees all aspects of maintenance and operations of HVAC and other applicable building systems in conjunction with the maintenance manager
- Conducts a comprehensive and detailed cost analysis program of facility expenditures as a basis governing annual forecast of expenditures.
- Performs miscellaneous managerial and technical duties as requested or required.
- Attends Facility Management Oversight Committee, Board of Selectmen, Finance Committee and School Committee meetings and other meetings as required or requested.
- Independently travels to various work related locations

### **Recommended Minimum Qualifications:**

**Education and Experience:** or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Over ten (10) years' experience in facilities management (at least five (5) of which shall be supervisory experience).
- A Bachelor's degree from an accredited college or university in engineering, business, or a related field, or equivalent job experience.
- Certified Facility Administrator (CFA) and Mass. Certified Public Purchasing Official (MCPPO) desirable.

## **Town of Natick Job Description**

- Supplemental courses, training and/or education in a related field are highly desirable.
- Must possess a valid Class D State Driver's License.
- The employee must be able to use a phone; personal computer including word processing, spreadsheets, and database software, email, internet; copy machine; fax machine; calculator.

### **Knowledge, Abilities and Skill**

#### **Knowledge:**

- Public procurement laws and regulations.
- Construction and design services contract administration procedures (Experience with MSBA building process is a plus).
- Price trends and grades of quality of materials and equipment.
- Methods, materials and tools/equipment used in the care and maintenance of buildings.
- Hazards and safety precautions common to facility maintenance/repair activities.
- Local government practices and procedures.
- Report writing and preparation.
- Preparation and management of a departmental budget.
- Office automation software including electronic spreadsheets.

#### **Abilities:**

- Manage and direct the activities of large-scale building construction projects.
- Identify short and long range building needs, prioritize projects through development of current year capital budget and 5+ year capital plan; modify work plan in response to changing priorities or emergencies
- Plan, organize, direct and supervise the work of department personnel; provide training to advance employee skills and ensure familiarity with emerging trends and changing regulations.

## **Town of Natick Job Description**

- Identify issues, analyze problems, engage appropriate stakeholders, develop alternative solutions, resolve conflicts, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply civil engineering and building construction best practices, requirements and specifications.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and effectively, both orally and in writing.
- Identify opportunities for collaboration with other municipal departments and others to help solve problems and implement cost-effective solutions.

### Skill:

- 

### **Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

### Physical Skills:

- While performing the duties of this job, the employee is required to sit, talk, hear, and visually observe.
- The employee is required to have mobility in order to move about the office; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms on the floor or on ladder.
- The employee must occasionally lift and/or move up to 50 pounds.

### Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

### Visual Skills:

- Specific vision abilities required by this job include close vision, distance vision, depth perception, the ability to adjust focus, and the ability to distinguish colors.

**Town of Natick  
Job Description**

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

## Town of Natick Job Description

<b>Position Title:</b>	Director of Facilities Management/Strategic Capital Partnerships	<b>Grade Level:</b>	
<b>Department</b>	Facilities Management	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Town Administrator		

**Statement of Duties:** The Director of Facilities Management & Strategic Capital Partnerships develops and oversees programs to ensure proper maintenance of and safety in all public buildings, (Town, School, and Public Safety). The Director will provide regular updates to the Superintendent regarding the upkeep and maintenance of school facilities. The Director must coordinate custodial services and assignment and school facility maintenance with the Principal and/or designee. The Director also, works with Town Administration to ensure strategic objectives are met for groups contracting for Town buildings and services.

**Supervision Required:** Works under the day-to-day supervision of the Town Administrator.

**Supervisory Responsibility:** Responsible for supervising all departmental personnel, including administrative supervision of contractors. Directs the work of and supervises maintenance and custodial personnel. Assists as requested by Town Administration other departments as needed.

**Accountability:** This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations. Must be experienced with creating, maintaining and analyzing budgets.

**Judgment:** Required to adhere to highest professional and ethical standards and exercises.

**Complexity:** Work consists of a variety of duties inclusive of maintenance, capital projects and diverse portfolio of properties owned and maintained by the Town and working with community partners and organizations. Must possess expertise in buildings and other infrastructure new and old. Requires experience overseeing large scale organization and management of human and physical capital.

**Confidentiality:** Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Facilities Management Department  
Director of Facilities Management  
11/29/18

## Town of Natick Job Description

The noise level in the work environment is usually loud in field settings, and moderately quiet in an office setting.

When outdoors at the job site, the job will involve working around heavy machinery (loaders, backhoes) and noisy equipment. The employee may be subject to inclement weather situations including high heat, extreme cold, heavy winds, and rains and long hours. The employee may be subject to fumes and odors.

**Nature and Purpose of Contacts:** Position interacts with coworkers, public and external contacts included but not limited to leased premises and other town spaces. Tact, and diplomacy will be required to resolve complaints and address uncooperative individuals.

**Occupational Risks:** Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Directly reports to the Town Administrator.
- Interpret and apply federal, state and local policies, laws and regulations, including but not limited to OSHA guidelines.
- Develops and maintains a multi-year capital improvement plan and maintenance program for all town buildings; oversees execution of approved projects and implements a system to prioritize maintenance projects.
- Oversees all municipal and school construction projects, including any approved new school or repair projects approved by the MSBA. Will attend evening meetings related to any general government or school construction projects as requested.
- Assumes responsibility for the comprehensive overall planning and scheduling and monitoring of maintenance and repair requirements of all the Town's buildings.
- Establishes appropriate preventive maintenance plan and schedule, security systems and procedures, and custodial requirements for each building and installation.

Facilities Management Department  
Director of Facilities Management  
11/29/18

## **Town of Natick Job Description**

- Develops data regarding building maintenance costs, energy utilization to facilitate informed budgeting and decision making regarding operations. Serves as a member of the Town's Energy Management Team and holistically evaluates options.
- Directs the maintenance of all buildings as to cleanliness and safety.
- Tours buildings and meets regularly with senior custodian and principal or building manager to ensure service level is adequate.
- Ensures that standards consistent with all applicable laws are maintained at a minimum; establishes environmental compliance programs for asbestos abatement, radon control, lead paint control, elevator inspections, hazardous waste disposal, air quality standards, fuel tank testing and other local, state and federal environmental compliance regulations.
- Working with the Town's Procurement Officer, determines and establishes detailed bid and quote specifications pertaining to purchase of supplies, materials, equipment, and contract work; oversees the acquisition, storage and issuance of all custodian and maintenance materials, supplies and equipment.
- Stays informed of the latest trends, developments and products in the areas of maintenance, repair and upkeep, and encourages innovation and experimentation as appropriate.
- Reviews on a regular basis all physical security precautions and procedures and attends School Safety Committee meetings.
- Prepares and administers the approved budget for facility maintenance, safety and security including supplies, equipment and personnel.
- Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments; ensures that all contract work is procured in accordance with state law and Town procurement policies.
- Oversees the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of custodian and maintenance personnel according to terms of the collective bargaining agreement and subject to the approval of the Town Administrator Assists with preparation for collective bargaining, makes recommendations for collective bargaining agreement modifications; administers provisions of collective bargaining agreement.

Facilities Management Department  
Director of Facilities Management  
11/29/18

## **Town of Natick Job Description**

- Evaluates the Maintenance Manager, Custodial Supervisor, Project Manager and Special Assistant to the Director of Facilities Management.
- Organizes and implements an orientation program on proper operation and maintenance of building facilities for custodial and maintenance personnel; develops and conducts a continuing program of staff training and personnel development as appropriate for departmental activities and staff. Oversees vacation schedules for all direct reports.
- Oversees all aspects of maintenance and operations of HVAC and other applicable building systems.
- Conducts a comprehensive and detailed cost analysis program of facility expenditures to assist annual forecast of expenditures.
- Performs miscellaneous managerial and technical duties as requested or required.
- Attends Facility Management Oversight Committee, Board of Selectmen, Finance Committee and School Committee meetings and other meetings as required or requested by the Town Administrator.
- Independently travels to various work related locations.
- Act as a liaison with entities with contractual relationships to the Town, including but not limited to entities who hold licenses and leases with the Town.

### **Recommended Minimum Qualifications:**

**Education and Experience:** or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Must have ten (10) years of direct management experience of union and non- union personnel and at least five (5) years of oversight and actual spent of a minimum of 10 million dollars annually, and/or other equivalent related experience.
- A Bachelor's degree from an accredited college or university in engineering, business, or a related field.
- Certified Facility Administrator (CFA) and Mass. Certified Public Purchasing Official (MCPPO) or proven aptitude to obtain certification within 24 months of the date of hire.

Facilities Management Department  
Director of Facilities Management  
11/29/18



## Town of Natick Job Description

- Military experience, supplemental courses, training and/or education in a related field are highly desirable.
- Must possess a valid Class D State Driver's License.
- The employee must be able to use a phone, personal computer and all Microsoft office programs. Must be willing to utilize software and technology to provide data regarding maintenance and proposed capital outlay.
- **Knowledge, Abilities and Skill**

### Knowledge:

- Public procurement laws and regulations.
- Construction and design services contract administration procedures (Experience with MSBA building process is a plus, but not required).
- Price trends and grades of quality of materials and equipment.
- Methods, materials and tools/equipment used in the care and maintenance of buildings.
- Hazards and safety precautions common to facility maintenance/repair activities.
- Local government practices and procedures.
- Report writing and preparation.
- Preparation and management of a departmental budget.

### Abilities:

- Manage and direct the activities of large-scale building construction projects.
- Identify short and long range building needs, prioritize projects through development of current year capital budget and 5+ year capital plan; modify work plan in response to changing priorities or emergencies

## **Town of Natick Job Description**

- Plan, organize, direct and supervise the work of department personnel; provide training to advance employee skills and ensure familiarity with emerging trends and changing regulations.
- Identify issues, analyze problems, engage appropriate stakeholders, develop alternative solutions, resolve conflicts, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply civil engineering and building construction best practices, requirements and specifications.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and effectively, both orally and in writing.
- Identify opportunities for collaboration with other municipal departments and others to help solve problems and implement cost-effective solutions.

### **Physical and Mental Requirements**

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### **Physical Skills:**

- While performing the duties of this job, the employee is required to sit, talk, hear, and visually observe.
- The employee is required to have mobility in order to move about the office; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms on the floor or on ladder.
- The employee must occasionally lift and/or move up to 50 pounds.

### **Motor Skills:**

- Duties may involve close hand-eye coordination and physical dexterity.

## **Town of Natick Job Description**

### Visual Skills:

- Specific vision abilities required by this job include close vision, distance vision, depth perception, the ability to adjust focus, and the ability to distinguish colors.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

draft

Town of Natick Department of Facilities Management

Memorandum of Agreement  
Between the  
Board of Selectmen and School Committee  
Revised 5/24/16

*As provided by section 37M of the Massachusetts General Laws the Natick School Committee and Board of Selectmen agree to the creation of a joint municipal and school facilities management department that will be known as the Department of Facilities Management and be organized as outlined in this Agreement. Nothing in this Agreement shall prohibit either the School Committee or Town Meeting from rescinding this Agreement as provided by law. Nothing in this agreement is intended to—nor could—supersede the Massachusetts Education Reform Act of 1993 which shall prevail in all applicable situations, including but not limited to, the hiring and assignment of personnel in school buildings.*

**Article I. Department of Facilities Management:** The Department of Facilities Management (DFM) shall be responsible for the coordination and care of all Town-owned buildings inclusive of those under the control of the Board of Selectmen, Library Trustees and School Committee. It shall coordinate for each building, except where noted, the following:

- custodial care/cleaning
- maintenance and repairs
- landscaping maintenance and pedestrian snow removal (landscaping in courtyards and to approx 20 feet from building and snow removal on walks to the property line)
- capital improvements
- procurement of necessary goods and services; such procurement shall be done in collaboration with the Town's Procurement Officer.

**Article II. Facilities Management Board:** The Department of Facilities Management shall be under the direction and control of a Facilities Management Board (FMB) that shall be composed of the Town Administrator and the Superintendent of Schools or their designees. The FMB shall be responsible for appointing the Director of Facilities Management for a term not to exceed three years. The FMB shall establish the compensation and benefits of the Director. The FMB shall be responsible for the development of goals for the DFM and evaluation of performance in the achievement of said goals, and reporting of department status to the Board of Selectmen and the School Committee at least annually, or as requested by either board.

**Article III. Director of Facilities Management:** The Director of Facilities Management shall administer the Department's responsibilities under the supervision of the FMB. The Director shall be qualified by education, training and/or experience to perform the duties required of this Department. The Director shall appoint and remove, subject to approval by the FMB, assistants, agents and employees as may be required, pursuant to applicable Town personnel policies, collective bargaining agreements and relevant statutes.

The Director will ensure that the assignment of personnel to a building is consistent with state and federal laws, including CORI standards, and policies of the School Committee and Board of Selectmen. The Director, in conjunction with the FMB, shall develop and update as appropriate Service Level Agreements for each facility.

**Article IV. Employer:** The FMB, or the members' designees, shall be responsible for negotiating collective bargaining agreements with represented employees of the Department; said agreements must be ratified by both the Board of Selectmen and the School Committee.

The terms of employment for non-union employees of the Department of Facilities Management will be governed by the Town's Personnel By-Law, except where provision(s) in a contract would prevail.

**Article V. Building Managers:** Each municipal and school building shall have a building manager (e.g., school principal, library director, police chief, etc.). The building manager shall have the right to provide direction to any custodial staff working in the building. The building manager shall be included in the hiring process for any custodial staff working primarily in that building. The building manager shall have the right to petition the Director to remove building staff working in that building. The Superintendent of Schools, in the matter of school buildings, or the Town Administrator, in the matter of municipal buildings, shall address any unresolved differences between a building manager and the Director. In such instances the decision of the Superintendent or Town Administrator, as applicable, shall be final.

Notwithstanding the rights of the building manager, the Director shall have the authority to redeploy building staff temporarily or permanently, system-wide, in a manner that yields the most efficient and cost effective maintenance and care of Town buildings.

**Article VI. Operating Budget:** The Director shall be responsible for developing an annual operating budget for the Department consistent in format and detail with General Government departmental operating budgets. The operating budget shall be sufficiently detailed to show separate budget allocations for school buildings and for municipal buildings. The school building portion of the operating budget shall be submitted to the Superintendent of Schools and approved by the School Committee. Personnel costs shall be included within a Facilities Management Department shared expense budget, while energy and operational expenses will remain within the respective budgets of the General Government and the School Department. The Facilities Management Board, the Selectmen and the School Committee must approve any cuts to personnel working for the Department of Facilities Management. The parties to this MOA agree to evaluate this budgeting methodology on an annual basis to determine if further budgetary consolidation would be advantageous and/or more efficient.

**Article VII. Capital Plan and Budget:** The Director shall be responsible for developing a long-range capital plan for the Department, as well as updates to that plan; these updates are effectively the annual capital budgets. The capital plan and budgets will be prepared and submitted as requested by the Town Administrator pursuant to the requirements set forth by the Town of Natick Home Rule Charter. These submissions shall be consistent in format and detail with other departmental capital plans. The capital plan and budgets shall be sufficiently detailed to show the capital requirements, including major pieces of equipment, separately for school buildings and for municipal buildings. The school portion of the capital budget shall be submitted to the Superintendent of Schools and approved by the School Committee prior to submission to the Town Administrator.

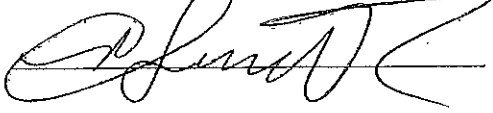
**Article VIII. Use of School Buildings and Municipal Buildings:** The signatories to this Agreement agree to evaluate a common scheduling system for all buildings covered under this agreement. All fees collected by the Department for the use of school and municipal buildings shall be accounted for in appropriate Revolving Fund(s), subject to Town Meeting approval, and expended as provided by law. In any event, the Board of Selectmen and School Committee, as applicable, shall retain their existing policy-making authority with respect to buildings and rentals but may delegate authority to building managers regarding building use and scheduling.

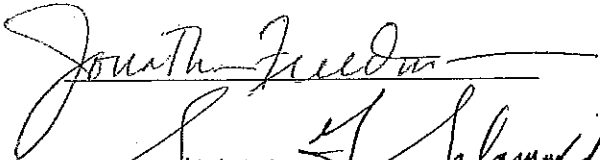
**Article IX. Implementation:** The terms of this Agreement were implemented effective July 1, 2012. To oversee and monitor the collaborative management and operations of the Facilities Management Department, a Facilities Management Oversight Committee is established. Said Committee shall be comprised of the Superintendent of Schools, Town Administrator, two members of the School Committee appointed by said School Committee, two members of the Board of Selectmen appointed by said Board of Selectmen, and one community member, appointed by the other members of the Facilities Management Oversight Committee. The Committee shall meet at least quarterly, or upon request of the FMB.

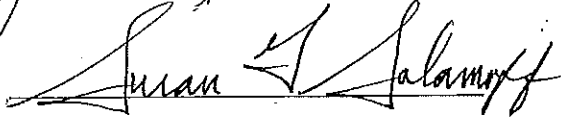
**Article X. Duration and Amendment:** This Agreement shall remain in effect unless revoked by the School Committee, Board of Selectmen or Town Meeting. Amendments to this Agreement may be made by mutual agreement between the Board of Selectmen and the School Committee.

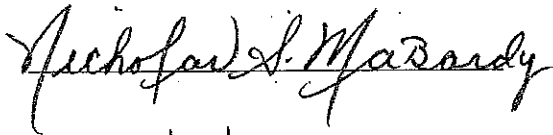
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Natick Board of Selectmen:





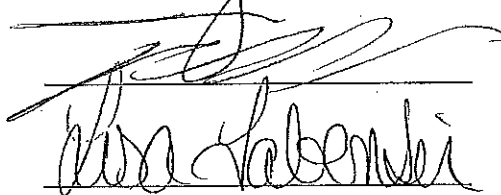


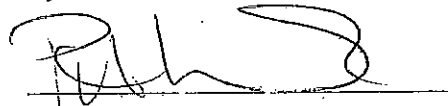


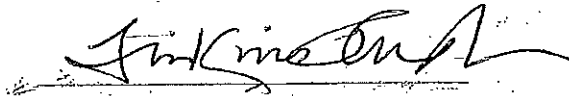
Date: 5/16/16

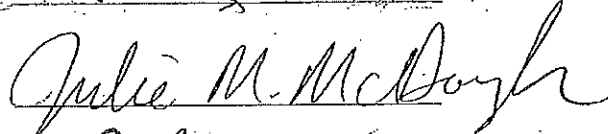
Natick School Committee:













Date: 5/24/16



December 12, 2018

Dear Board of Selectmen,

On your Dec. 13th agenda, we noted under “Discussion and Decision” an agenda item listed as “Review Facilities Director Proposed Job Description.” We look forward to hearing your discussion, but wanted to share our understanding and perspective of this issue.

Just prior to the most recent Joint Facilities Committee meeting on Dec. 5th, the job description for this position was shared with district administration. Dr. Nolin provided feedback and suggested changes to the description on Dec. 6th. As of today, Dec. 12th, the suggested revisions have not been incorporated. The Facilities Management Oversight Committee (FMOC) has not yet reviewed the job description nor has the School Committee. Because the position is jointly managed, the job cannot be posted without approval from the district.

At the FMOC meeting on Dec. 5th, there was a fundamental disagreement on the proposed new reporting structure of the facilities director position. Ms. Malone revised the job description such that the position would report directly to the Town Administrator. Dr. Nolin and the School Committee members voiced concern and disagreement over this restructuring. No agreement was reached at the meeting and no additional meeting was scheduled to discuss compromise or alternatives.

At its meeting on Dec. 10th, the School Committee affirmed its commitment to the current Memorandum of Understanding (MOU) that requires joint management of the position between the Town Administrator and the Superintendent. Given the concerns over project planning and execution over the past few years and the lack of standard operating procedures, the School Committee is not willing to alter the reporting structure as it currently exists.

We agree it is critical to post this position as soon as possible and identify a qualified candidate. However, given the joint facilities agreement in place, it is important that the town administration collaborate with the school department on the development of the job description such that the position reflects the needs of both schools and town.

It is our hope that we may put in place procedures that will allow for productive joint management of the position. We believe that a collaborative partnership is possible and we hope you will consider our position within your discussion.

Sincerely,

The Natick School Committee