

TOWN OF ARLINGTON
BUILDING MAINTENANCE COMMITTEE
April 23, 2014 – Minutes

Members Present:

Ruthy Bennet
Vincent Cerbone
Andrew Flanagan
Diane Johnson
Barbara Thornton

Guests: Michael Bouton

Business:

1. Chair Andrew Flanagan called the meeting to order at 4:04 pm.
2. Minutes from the March 31, 2014 meeting were unanimously approved.
3. The Committee began a review of the Draft Arlington Maintenance Policy & Plan (4/10/2014) prepared by B. Thornton. R. Bennett walked the Committee through her comments on the most recent version of the document.
 - The Committee agreed to not commit to completing certain tasks in the first full year of operation, but rather set the goal of completing those tasks. (see first paragraph of the “overview Section”)
 - The Committee agreed with R. Bennett’s inclusion of language to the Mid Term definition and decided to rephrase the sentence “This is missing in Arlington” to “This is an area in current need of significant improvement.” (see page 2 “Mid Term” and also change in the Draft Submission to Town Meeting)
 - The Committee agreed to make consistent the language regarding the annual plan – deciding to refer to it as the “Annual Maintenance Plan & Budget.” (see page 4)
 - The Committee agreed to replace “Maintenance Committee” with “Facilities Maintenance Team” in numbers 1, 2 and 6 under “Plan & Budget.” (see page 4)
 - The Committee agreed on the need for a flow and/or organization chart to help clarify the Submission Schedule. The group also revised the timeline to more accurately reflect the established schedule for departments to submit operating and capital budgets. (see page 5)
 - Other changes to the document were minor language and grammar fixes.
4. The Committee held a discussion on the Draft Submission to Town Meeting.
 - “Mid Term” changes to reflect the changes in the Draft Maintenance Policy & Plan.
 - R. Bennett to coordinate with A. Flanagan and Director of Public Work Michael Rademacher on MIIA grant.
 - Change 3. a. under FY 2016 to “Organize a team responsible for facility maintenance”
 - Other minor edits.
 - A. Flanagan will look into how the Committee’s report will be handled at Town Meeting.
5. Next meeting set for Monday, May 12, 2014 at 4:00 pm.