

Ad Hoc Consolidated Services Committee Meeting

January 27, 2014

Jan Rubino, Ben Stanford, Paul Krasusky,
Karen Moran, Sam Adlerstein

Decisions and actions

- Approved prior minutes
- Request facility services salaries and expenses (Karen to Bill)
- Get clarifying questions answered (Sam to Bill)
- Summarize data collected and send to Committee by 1/31 (to meet the State requirement - Sam)
- DRAFT Steve's proposal into an action plan by our next meeting (Ben)
- Finalize our recommendation for TC and BOE (All, 2/3/14 at 8pm)
- Begin longer term improvement plan (within these minutes)
- Send minutes to Lynn (Sam)
- Post meeting and reserve room (Karen)
- Arrange BOE budget presentation with Steve (Paul)

Meeting adjourned 9:17PM.

Next steps

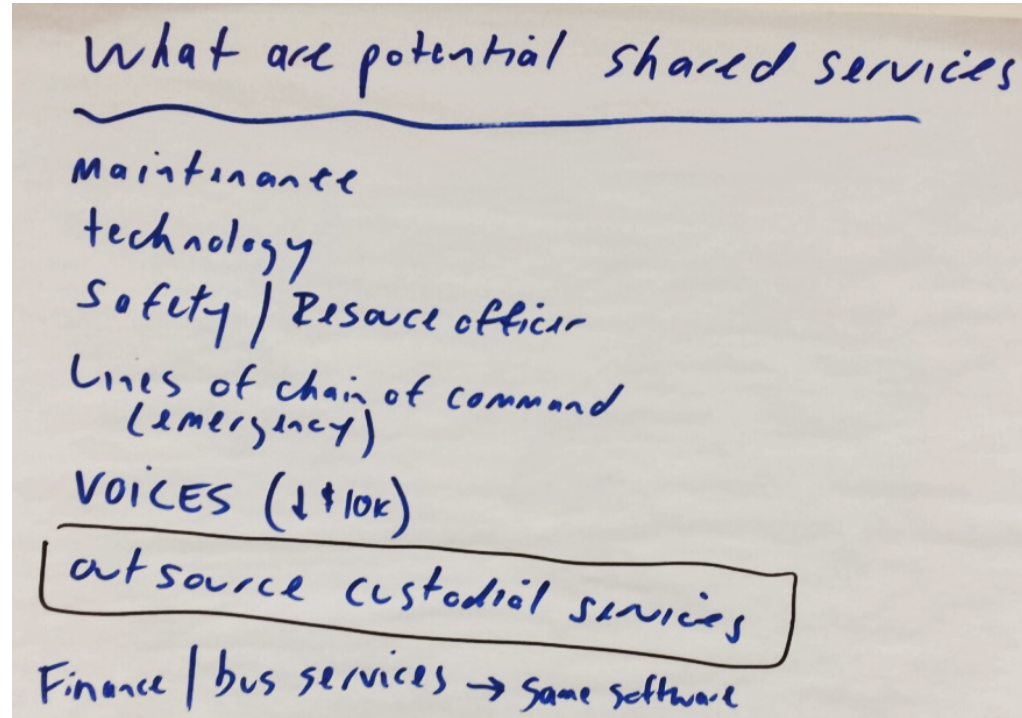
1. Provide custodial (facility services) #1's ^{salaries} expenses ^(Karen to Bill)
- 2.3 Summarize our data onto ^{to send to TC} ^{into recommendation format} ^(Ben)
2. Get clarifying questions answered ^(Sam to Bill)
(~~TC~~ Big variances, names in salary)
- 4) Steve's proposal into an action plan (Ben)
- 5) MILESTONE → Finalize recommendation on 2/3 @ 8pm
- 6) Begin longer term improvement plan (see addendum)
- 7) send minutes to Lynn (Both mts)
- 8) Post mtg & reserve room (Karen)
- 7)

9:17

Potential Shared Services / related improvements

The list for now is to the right, no particular order.

Some items like custodial was suggested as an opportunity for improvement even though it is likely outside the scope of shared services.



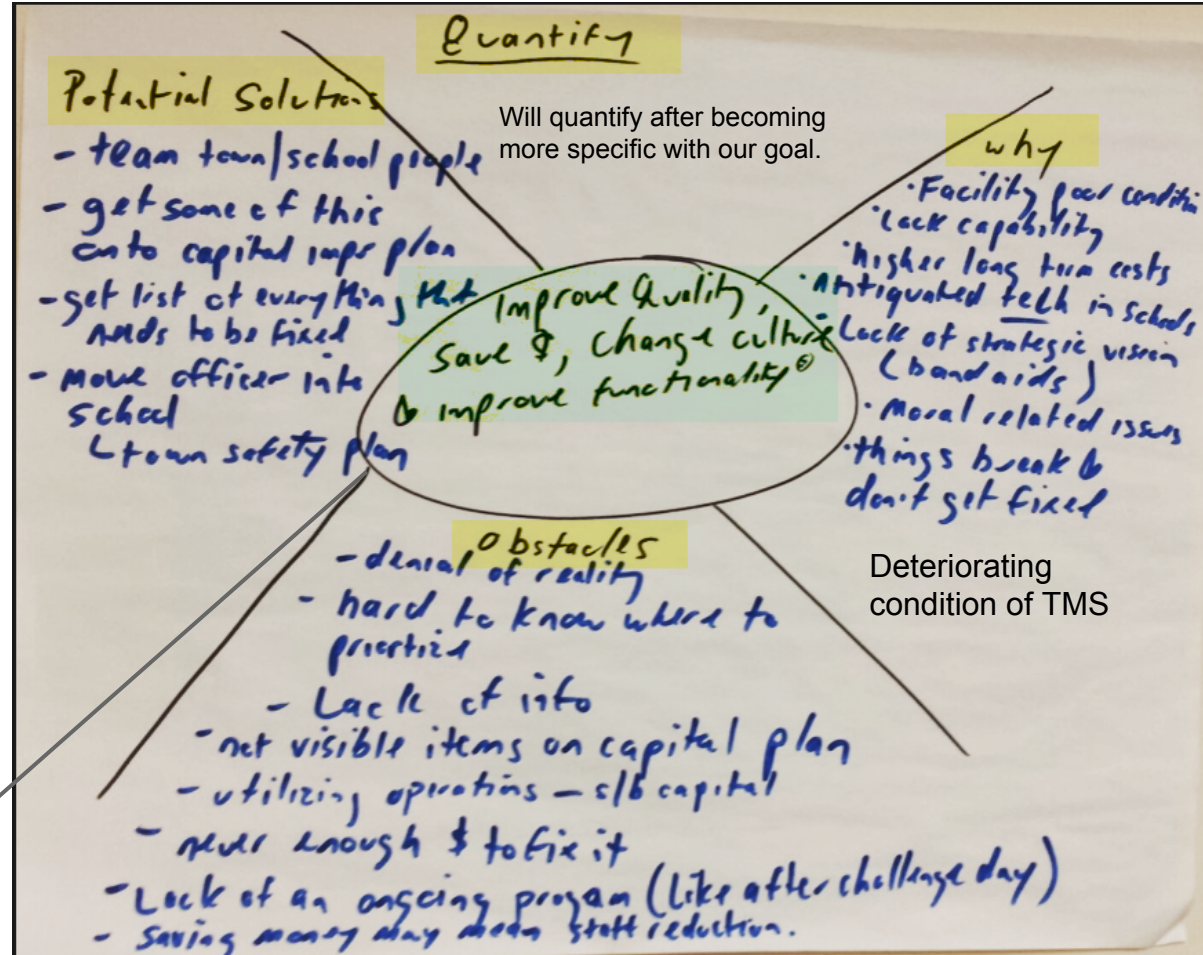
High level goal plan

After meeting the requirements for state services focused on facility management, We plan to become specific about working together on a quality and cost savings plan. In the process, we target also improve the culture where towns and schools operate in two different silos, often at odds. We plan to improve the functionality of our resources.

We began brainstorming ...

- why doing this is important
- the obstacles we'll likely face
- some potential solutions

We plan to pick this up again later in February by chunking out a plan and getting very specific with goals



addendum

Steve's proposal

Bill costs fye 2015

From: Steve Werbner <swerbner@tolland.org>

Date: Tue, Jan 21, 2014 at 3:54 PM

Subject: Facility Management

To: Town Council <TownCouncil@tolland.org>,
wguzman@tolland.k12.ct.us, sadlerstein@tolland.k12.ct.us

Cc: clanglois@tolland.org, bbellody@tolland.org, Mark.
Summers@mastercam.com

Steve's proposal page 1 of 3	Bill's comments
<p>After a discussion with Mark Summers of CNC software, his facility Maintenance supervisor, and two mechanical engineers who were involved with commissioning at the high school and Birch Grove School, the following is my recommendation for consolidation of HVAC system maintenance of Town and BOE facilities:</p>	
<p>1. The ultimate goal will be to establish a Town Wide facility unit that has responsibility for oversight of all building maintenance and improvements including but not limited to facility capital budget projects, routine facility maintenance such as electrical, plumbing , carpentry and painting, and HVAC system management. The unit shall consist of a Facility Manager (who amongst other things shall be trained in all automated systems to provide oversight and support to the HVAC Supervisor), HVAC supervisor who shall be responsible for day to day oversight of HVAC systems, two trades people specializing in electrical and plumbing work and two general trades people. Staffing may come from existing personnel or new hires and the unit should be phased in taking advantage of any vacancies which may occur in the future in existing facility unit staff in the Board of Education. Appropriate job descriptions and pay ranges should be established for the positions in anticipation of future hire.</p>	<p>I think the HVAC Supervisor as described is a good idea. Someone specifically trained in the energy management systems being installed by Honeywell is extremely important going forward. Paragraph 5 states that the acting Project Manager will become that HVAC Supervisor after some training. Hopefully, he will have attained level of expertise necessary for this role.</p>
<p>2. Immediately HVAC system management should be centralized in one position, HVAC supervisor. For a period of time, still to be determined , this position can be funded from the ESCO project. Until such time that a Facility Manager is appointed this position would work under the Public Works Director. This person shall be trained in use of the automated energy management systems in place in the Town Hall as well as those being installed in Board of Education buildings. Training shall come from a variety of sources including the automated systems provider, outside courses or programs and the use of CNC software staff as volunteered by Mark Summers. This person shall monitor all systems, take appropriate action to address any alarms, establish with contractors preventative maintenance schedules, have on call maintenance contracts and have access on a scheduled basis to Park Dep. Personnel and the two BOE facility employees to</p>	

Steve's proposal page 2 of 3	Bill's comments
<p>3. Until such time that the facility unit is formerly established he Town Park Dept shall perform routine maintenance other than HVAC work pursuant to a work order system on all town buildings under the direction of the Public Works Director or his designee and the three facility unit employees shall do the same for BOE buildings under the direction of the Superintendent of Schools or his designee.</p>	<p>ok</p>
<p>4. NO employees shall be authorized to make any changes to the HVAC system other than the HVAC Supervisor or his designee.</p>	<p>ok</p>
<p>5. CNC software has agreed to work with the acting Project Manager of the ESCO project to provide training and oversight with the goal of this position transitioning into the HVAC supervisor. This oversight and training is taking place immediately and will be beneficial regardless of the direction taken on an overall plan. If this position is filled with the Acting Project Manager as planned his current position in the Parks Dept. will have to be backfilled with a permanent position.</p>	<p>Paragraph 5 states that the acting Project Manager will become that HVAC Supervisor after some training. Hopefully, he will have attained level of expertise necessary for this role.</p>
<p>6. The Public Works Director and HVAC Supervisor will prepare for each Town and Board of Ed facility a HVAC budget which will consist of appropriate outside contracts for service, preventative maintenance agreements, cost for parts replacement, cost of equipment or training for full time staff and a depreciation schedule for existing equipment which will ultimately need replacement in a 15-20 year time frame. The appropriate cost for these services will be charged to the Town and BOE along with a prorated cost for personnel on what I estimate to be a 1/3-2/3 split with the Town paying the lesser share. As soon as detailed cost information can be received by the Town from the BOE pertaining to current budgeted and actual expenses for HVAC related items a determination can be made as to whether additional money is needed to properly address this function.</p>	<p>In paragraph 6, I would prefer paying for the actual cost of contracts, agreements replacement parts, etc. on an actual cost basis as opposed to 1/2 - 2/3 split.</p>

Steve's proposal page 3 of 3	Bill's comments
<p>7. A decision has to be made on energy conservation management , whether this position should remain, whether it should be under the facility unit, whether it should have town wide responsibility, whether it should be responsible for recommending utility budgets for the Town and BOE , whether it should be tasked with monitoring performance measures under the ESCO agreement. While important , the determination was that the central focus should be on the systems management followed by a decision on this function.</p>	<p>I believe the reference to "energy conservation management" in paragraph 7 refers to CELTIC. If so, I agree that this decision is important because some type of monitoring of the ESCO agreement is needed.</p>
<p>8. This unit when ultimately comprised is separate and distinct from work performed by custodians. However it was discussed that in the future the functions of the custodians should be expanded to include some routine maintenance items which now must be performed by the Facility Maintenance people such as changing light bulbs and other minor maintenance and grounds functions. In terms of oversight of this function it is recommended that there be a supervisor that is not part of the same union as the employees which oversees the day and night crews either on a rotating shift basis or split shift or two employees. This function should remain under the direction of the BOE since the work is in many cases directed by building principles pursuant to educational needs.</p>	<p>ok</p>
<p>This proposed plan of action if approved would negate the need for an outside study and save the Town the \$25,000 which can go for other purposes in ESCO project. I would be happy to discuss this plan in more detail with interested parties as needed.</p>	

Tolland Public Schools

Monthly Program Expenditure Report (F0100)

Fiscal Year: 2012-2013

☐ Subtotal by Collapse Mask☐ Include pre encumbrance

Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2012

To Date: 6/30/2013

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.2620.112.90.182.1	BLDG/MAIN Non-Cert Salaries	\$162,748.00	\$160,860.35	\$160,860.35	\$1,887.65	\$0.00	\$1,887.65	1.16%
0100.2620.118.90.182.1	BLDG/MAINT Maintainer Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.2620.137.90.182.1	BLDG/MAINT Summer Salaries	\$4,163.00	\$0.00	\$0.00	\$4,163.00	\$0.00	\$4,163.00	100.00%
0100.2620.138.90.182.1	BLDG/MAINT Salaries OVT	\$10,000.00	\$14,245.09	\$14,245.09	(\$4,245.09)	\$0.00	(\$4,245.09)	-42.45%
	LOC: Systemwide Services - 90	\$176,911.00	\$175,105.44	\$175,105.44	\$1,805.56	\$0.00	\$1,805.56	1.02%
	PROGRAM: Payroll Building Maintenance - 182	\$176,911.00	\$175,105.44	\$175,105.44	\$1,805.56	\$0.00	\$1,805.56	1.02%

Tolland Public Schools

Monthly Program Expenditure Report (F0100)

Fiscal Year: 2012-2013

☐ Subtotal by Collapse Mask☐ Include pre encumbrance

Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 7/1/2012

To Date: 6/30/2013

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.2620.359.60.662.1	MAIN OFF Othr Tech Svcs	\$169,175.00	\$66,346.51	\$66,346.51	\$102,828.49	\$1,632.50	\$101,195.99	59.82%
0100.2620.420.60.662.1	MAIN OFF Cleaning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.2620.422.60.662.1	MAIN OFF Grounds	\$12,525.00	\$8,160.00	\$8,160.00	\$4,365.00	\$0.00	\$4,365.00	34.85%
0100.2620.430.60.662.1	MAIN OFF Repair/Maint	\$102,456.00	\$192,141.44	\$192,141.44	(\$89,685.44)	\$22,859.36	(\$112,544.80)	-109.85%
0100.2620.440.60.662.1	MAIN OFF Rentals	\$0.00	\$2,351.34	\$2,351.34	(\$2,351.34)	\$0.00	(\$2,351.34)	0.00%
0100.2620.540.60.662.1	MAIN OFF Advertising	\$0.00	\$803.63	\$803.63	(\$803.63)	\$0.00	(\$803.63)	0.00%
0100.2620.580.60.662.1	MAIN OFF Conf/Travel	\$0.00	\$131.89	\$131.89	(\$131.89)	\$0.00	(\$131.89)	0.00%
0100.2620.608.60.662.1	MAIN OFF Supplies	\$56,489.00	\$69,009.55	\$69,009.55	(\$12,520.55)	\$0.00	(\$12,520.55)	-22.16%
0100.2620.616.60.662.1	MAIN OFF Computer Supl/Mtls.	\$1,017.00	\$0.00	\$0.00	\$1,017.00	\$0.00	\$1,017.00	100.00%
0100.2620.625.60.662.1	MAIN OFF: Diesel/Gas (Generat	\$2,500.00	\$2,380.22	\$2,380.22	\$119.78	\$0.00	\$119.78	4.79%
0100.2620.692.60.662.1	MAIN OFF Misc Supl.	\$0.00	\$2,198.29	\$2,198.29	(\$2,198.29)	\$0.00	(\$2,198.29)	0.00%
0100.2620.731.60.662.1	MAIN OFF Equip - non-instr - n	\$4,266.00	\$13,278.66	\$13,278.66	(\$9,012.66)	\$250.00	(\$9,262.66)	-217.13%
0100.2620.732.60.662.1	MAIN OFF Vehicles New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.2620.735.60.662.1	MAIN OFF Equip - Non-Instr Rep	\$30,944.00	\$2,488.57	\$2,488.57	\$28,455.43	\$0.00	\$28,455.43	91.96%
0100.2620.810.60.662.1	MAIN OFF Dues and Fees	\$400.00	\$800.00	\$800.00	(\$400.00)	\$0.00	(\$400.00)	-100.00%
	LOC: Maintenance Office - 60	\$379,772.00	\$359,890.10	\$359,890.10	\$19,881.90	\$24,741.86	(\$4,859.96)	-1.28%
	PROGRAM: Maintenance - 662	\$379,772.00	\$359,890.10	\$359,890.10	\$19,881.90	\$24,741.86	(\$4,859.96)	-1.28%

1. What is in these numbers? | 2. What caused 90k overrun?

Tolland Public Schools

Monthly Program Expenditure Report (F0100)

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☒ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 1/1/2014

To Date: 1/31/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.2620.112.90.182.1	BLDG/MAIN Non-Cert Salaries	\$164,883.00	\$5,862.68	\$87,773.49	\$77,109.51	\$73,415.73	\$3,693.78	2.24%
0100.2620.116.90.182.1	BLDG/MAINT Maintainer Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.2620.137.90.182.1	BLDG/MAINT Summer Salaries	\$4,163.00	\$0.00	\$2,511.65	\$1,651.35	\$0.00	\$1,651.35	39.67%
0100.2620.138.90.182.1	BLDG/MAINT Salaries OVT	\$5,000.00	\$1,128.57	\$6,089.70	(\$1,089.70)	\$0.00	(\$1,089.70)	-21.79%
	LOC: Systemwide Services - 90	\$174,048.00	\$6,991.25	\$96,374.84	\$77,671.16	\$73,415.73	\$4,255.43	2.45%
	PROGRAM: Payroll Building Maintenance - 182	\$174,048.00	\$6,991.25	\$96,374.84	\$77,671.16	\$73,415.73	\$4,255.43	2.45%

Tolland Public Schools

Monthly Program Expenditure Report (F0100)

Fiscal Year: 2013-2014

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☒ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

From Date: 1/1/2014

To Date: 1/31/2014

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
0100.2620.359.60.662.1	MAIN OFF Othr Tech Svcs	\$158,842.00	\$0.00	\$34,679.27	\$124,162.73	\$24,582.93	\$99,579.80	62.69%
0100.2620.420.60.662.1	MAIN OFF Cleaning	\$6,727.00	\$722.50	\$2,210.00	\$4,517.00	\$2,290.00	\$2,227.00	33.11%
0100.2620.422.60.662.1	MAIN OFF Grounds	\$11,974.00	\$0.00	\$8,160.00	\$3,814.00	\$0.00	\$3,814.00	31.85%
0100.2620.430.60.662.1	MAIN OFF Repair/Maint	\$142,131.00	\$5,539.66	\$63,499.60	\$78,631.40	\$88,035.59	(\$9,404.19)	-6.62%
0100.2620.440.60.662.1	MAIN OFF Rentals	\$1,650.00	\$0.00	\$3,442.45	(\$1,792.45)	\$0.00	(\$1,792.45)	-108.63%
0100.2620.540.60.662.1	MAIN OFF Advertising	\$1,300.00	\$0.00	\$530.16	\$769.84	\$569.84	\$200.00	15.38%
0100.2620.580.60.662.1	MAIN OFF Conf/Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.2620.608.60.662.1	MAIN OFF Supplies	\$61,490.00	\$1,849.17	\$27,752.83	\$33,737.17	\$15,602.03	\$18,135.14	29.49%
0100.2620.616.60.662.1	MAIN OFF Computer Supl/Mtls.	\$1,048.00	\$0.00	\$405.03	\$642.97	\$252.20	\$390.77	37.29%
0100.2620.625.60.662.1	MAIN OFF: Diesel/Gas (Generat	\$5,900.00	\$0.00	\$3,387.90	\$2,512.10	\$512.10	\$2,000.00	33.90%
0100.2620.692.60.662.1	MAIN OFF Misc Supl.	\$0.00	\$0.00	\$72.00	(\$72.00)	\$0.00	(\$72.00)	0.00%
0100.2620.731.60.662.1	MAIN OFF Equip - non-instr - n	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.2620.732.60.662.1	MAIN OFF Vehicles New	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
0100.2620.733.60.662.1	MAIN OFF Furniture & Fixtures	\$0.00	\$0.00	\$2,759.62	(\$2,759.62)	\$0.00	(\$2,759.62)	0.00%
0100.2620.735.60.662.1	MAIN OFF Equip - Non-Instr Rep	\$5,800.00	\$0.00	(\$171,027.00)	\$176,827.00	\$227,350.00	(\$50,523.00)	-871.09%
0100.2620.810.60.662.1	MAIN OFF Dues and Fees	\$8,000.00	\$0.00	\$1,435.00	\$6,565.00	\$3,465.00	\$3,100.00	38.75%
0100.2620.961.60.662.1	MAIN OFF - REIMB DUE - Equip -	\$0.00	\$0.00	\$0.00	\$0.00	(\$53,823.00)	\$53,823.00	0.00%
	LOC: Maintenance Office - 60	\$404,862.00	\$8,111.33	(\$22,693.14)	\$427,555.14	\$308,836.69	\$118,718.45	29.32%
	PROGRAM: Maintenance - 662	\$404,862.00	\$8,111.33	(\$22,693.14)	\$427,555.14	\$308,836.69	\$118,718.45	29.32%

Why is budget \$427,362 on later page?

2014/2015 PRELIMINARY BUDGET

Tolland Public Schools

(182) Building Maintenance Staff Budget

Fiscal Year: 2013-2014

☐ Print accounts with zero balance ☐ Round to whole dollars ☐ Account on new p

From Date: 7/1/2014

To Date: 6/30/2015

Definition: 2 FY2014-15 Supt Budget

2 FY2014-15
Supt Budget
Request

4 FY2013-14

Account	Description	2 FY2014-15 Supt Budget Request	4 FY2013-14 Adopted Budget	Dollar Difference	Percent Difference	FTE
0100.2620.112.90.182.1	BLDG/MAIN Non-Cert Salarie	\$168,164.00	\$164,883.00	\$3,281.00	1.99	3.0000
0100.2620.137.90.182.1	BLDG/MAINT Summer Salarie	\$4,163.00	\$4,163.00	\$0.00	0.00	0.0000
0100.2620.138.90.182.1	BLDG/MAINT Salaries OVT	\$5,000.00	\$5,000.00	\$0.00	0.00	0.0000
LOC: Systemwide Services - 90		\$177,327.00	\$174,046.00	\$3,281.00	1.89	3.0000
Grand Total:		\$177,327.00	\$174,046.00	\$3,281.00	1.89	3.0000

End of Report

Tolland Public Schools

(662) Maintenance Budget Request

Fiscal Year: 2013-2014

☒ Print accounts with zero balance
 ☐ Round to whole dollars
 ☐ Account on new page


From Date: 7/1/2014


To Date: 6/30/2015

Definition: 2 FY2014-15 Supt Budget

 2 FY2014-15
 Supt Budget
 Request
4 FY2013-14
Adopted Budget

Account	Description	2 FY2014-15 Supt Budget Request	4 FY2013-14 Adopted Budget	Dollar Difference	Percent Difference	FTE
0100.2620.359.60.662.1	MAIN OFF Othr Tech Svcs	\$174,227.00	\$163,042.00	\$11,185.00	6.86	0.0000
0100.2620.420.60.662.1	MAIN OFF Cleaning	\$7,486.00	\$6,727.00	\$759.00	11.28	0.0000
0100.2620.422.60.662.1	MAIN OFF Grounds	\$23,953.00	\$11,974.00	\$11,979.00	100.04	0.0000
0100.2620.430.60.662.1	MAIN OFF Repair/Maint	\$159,871.00	\$160,431.00	(\$560.00)	(0.35)	0.0000
0100.2620.440.60.662.1	MAIN OFF Rentals	\$1,741.00	\$1,650.00	\$91.00	5.52	0.0000
0100.2620.540.60.662.1	MAIN OFF Advertising	\$1,300.00	\$1,300.00	\$0.00	0.00	0.0000
0100.2620.580.60.662.1	MAIN OFF Conf/Travel	\$0.00	\$0.00	\$0.00	0.00	0.0000
0100.2620.608.60.662.1	MAIN OFF Supplies	\$64,061.00	\$61,490.00	\$2,571.00	4.18	0.0000
0100.2620.616.60.662.1	MAIN OFF Computer Supl/Mtl	\$1,082.00	\$1,048.00	\$34.00	3.24	0.0000
0100.2620.625.60.662.1	MAIN OFF: Diesel/Gas (Gen	\$5,900.00	\$5,900.00	\$0.00	0.00	0.0000
0100.2620.692.60.662.1	MAIN OFF Misc Supl.	\$0.00	\$0.00	\$0.00	0.00	0.0000
0100.2620.731.60.662.1	MAIN OFF Equip - non-instr -	\$0.00	\$0.00	\$0.00	0.00	0.0000
0100.2620.732.60.662.1	MAIN OFF Vehicles New	\$0.00	\$0.00	\$0.00	0.00	0.0000
0100.2620.733.60.662.1	MAIN OFF Furniture & Fixture	\$0.00	\$0.00	\$0.00	0.00	0.0000
0100.2620.735.60.662.1	MAIN OFF Equip - Non-Instr F	\$5,800.00	\$5,800.00	\$0.00	0.00	0.0000
0100.2620.810.60.662.1	MAIN OFF Dues and Fees	\$8,000.00	\$8,000.00	\$0.00	0.00	0.0000
0100.2620.961.60.662.1	MAIN OFF - REIMB DUE - Eq	\$0.00	\$0.00	\$0.00	0.00	0.0000
LOC: Maintenance Office - 60		\$453,421.00	\$427,362.00	\$26,059.00	6.10	0.0000
Grand Total:		\$453,421.00	\$427,362.00	\$26,059.00	6.10	0.0000

 Why grounds doubling and >6% increase overall?

 Why is budget \$404, 862 on earlier page?