

The Bottom Line

A monthly newsletter brought to you by the Business Office.

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Town-wide Facilities Department



In 2006, the Town Manager and School Superintendent agreed to combine the Town and School facility and building maintenance in a single department. The schools maintained custodial services and utilities—all other related expenses were transferred to the Town.

The Facilities Department is responsible for the oversight and maintenance of **all** school and municipal buildings and school grounds. In addition, the Director of Facilities serves as staff to the Permanent Building Committee.

The Fields and Grounds Department is responsible for overseeing, coordinating and scheduling the care, use and maintenance of fields, grounds, systems and equipment for all Town departments. The Fields and Grounds Department also coordinates, schedules and directs vendors contracted to work on Town fields and grounds-related projects and jobs.

Who are the contacts for the department:

[Gary Jarobski](#), Director of Facilities
[Timothy deMartin](#), Deputy Director of Operations
[Ben Polimer](#), Fields and Grounds Coordinator
[Diane Webster](#), Administrative Assistant
New Position, Deputy Director of Capital Management (July 1)

Due to the backlog of projects and the anticipated upcoming capital projects in town (Josiah Smith Tavern; Case House; Town Center/Burying Utilities; Wellesley Street/Route 20 Intersection; etc.), the Town recommended a new position: Deputy Director of Capital Management. The position is currently posted with the hope to have the individual on board in early July.

Facility Maintenance Reserve Policy (Revised April 2017)



The Facilities Maintenance Reserve is used for the replacement and repair of buildings and equipment based on a five-year “cash capital” plan recommended by the Facilities Director. This is a continuing balance account, so unexpended balances carry forward to subsequent years and is carried on the Town’s general ledger but benefits the Schools as part of the Town in Support of Schools budget. The reserve target is 1% of the Town’s total insured building value. Until the target is met, the appropriation is expected to increase by 6% or greater on an annual basis.

For FY’19, the anticipated budget for the continuing balance account is \$612,781 for both Town and School needs.

Going Forward...



With a new reserve fund policy, and an additional staff member, we anticipate the department will be able to address emergency, capital projects, and ongoing maintenance issues in a timely manner.

Weston Public Schools
Office of Finance and Operations
mahrc@weston.org
89 Wellesley Street, Weston, MA 02493
781-786-5230
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