



Minutes approved 2/15/11 at BOS

OFFICE OF THE
BOARD OF SELECTMEN
TOWN OF MAYNARD

MUNICIPAL BUILDING
195 MAIN STREET

MAYNARD, MASSACHUSETTS 01754

Tel: 978-897-1001 Fax: 978-897-8457

Joint Selectmen & School Committee Meeting Minutes

Tuesday, January 25, 2011

Town Hall Building, Room 201

Time: 7:00 pm

Present Chairman Robert Nadeau, Selectman Brendon Chetwynd, Selectman Sally Bubier, Selectman David Gavin, Selectman Dawn Capello, Town Administrator Michael Sullivan.

Dr. Mark Masterson Supt. Pete DiCicco Business Finance Director, School Committee Members

Aecom, Karen Breslawski Associate, Michael Harkins Principal Architect.

Pledge of Allegiance

Facilities Study

Power Point and Handout of the AECOM Building Observation Report.

Town of Maynard had (18) buildings reported on for this study.

Note: Details of this Study report will be on the Town Web site to view.

The same template was used for each of the (18) buildings studied

Per Aecom study, they commented that the Town of Maynard's building are average with what they see in other Towns.

Facility Manager Discussion

Selectman Nadeau had Power Point and Handout for the Facility Manager Discussion.

- Principle for the Town of Maynard.
- Expectations for the Town of Maynard.
- History and Assumptions for the Town of Maynard.
- Proposed Solutions Timeline.
- Process.
- Major System Components.
- Work Flow.
- Reporting and Evaluation for the Town of Maynard.

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Job Description, Facility Manager

Keys list of items:

- Inventory of Facilities
- Structure
- Clear Vision for Hiring
- Interview
- Flow Chart
- Contact list with Phone numbers and locations

Motion to adjourn. Second Vote All in favor. Meeting adjourned at 9:25 pm.

Approved: 2-15-11, BOS

Date: 2-15-11

Selectman, Brendon Chetwynd, Clerk

Initials: BJM