

Director of Facilities

General Information

Funding Package Name *	Director of Facilities	78
Department *	DPW Administration	▼
Description *	Funds a full-time Facilities Director (1.) FTE	204
Justification Type	Service Expansion ✕ Public Safety Enhancements ✕ Personnel Requests (Add. Pay/Benefits) ✕ Infrastructure Maintenance and Improvement ✕	
Justification Details	The new Municipal Campus is set to open in early 2026. This project is a nearly \$75 million investment in the future of Middleton. As we have seen with the ongoing capital issues experienced at Masco, new buildings do not stay new - and failing to be proactive in the maintenance of new facilities can create hundreds of thousands of additional costs related to deferred maintenance. This position would serve Town Hall, the Council on Aging, Police, Fire as well as the Flint Public Library. 7	

Expenses 1 ^

Identify each expense item by selecting accounts by Account ID or name from the dropdown. You can also manually add itemizations if needed.

FY2026				
Expense Items	Account ID	Quantity	Unit Cost	Value
SALARIES & WAGES	0010-4-420-0-1-00-0...			\$110,000.00
SALARIES & WAGES Itemization	0010-4-420-0-1-00-0...	1	\$110,000.00	\$110,000.00
Totals Expenses				\$110,000.00

DIRECTOR OF FACILITIES

Why do we need additional personnel?

Conversations surrounding a Full Time Maintenance Position began in previous budget cycles. As an organization, it is our goal to keep \$1,500 problems from turning into \$15,000 problems – or more. As we look to invest in new public facilities, we are being mindful of other existing assets that require attention. This includes an upcoming conditions assessment of the Flint Public Library. We are also looking to be forward thinking, timing this new hire to begin less than a year before substantial completion of our new Town Hall/Community Center and Public Safety Facility. The savings of preventative maintenance are well documented, making this position a worthy investment.



“In fact, a good [Preventative Maintenance] program can help you cut operational costs by 12 to 18 percent”
- ICMA “Important Trends You Should Know in Preventative and Predictive Maintenance”

THE IMPACT TO SERVICES (TOWN WIDE)

Mr. Justin Sultzbach
Town of Middleton, Town Administrator
48 S Main Street
Middleton, MA 01949

January 21, 2025

Re: Position for the New Municipal Complex Campus

Dear Justin,

As the Town prepares for the substantial completion of its new Municipal Complex Campus in early 2026, it is critical to establish the position of Facility Manager. This memo outlines the reasons why the creation of this role should be brought before the voters at the upcoming May Town Meeting and why having the Facility Manager involved during the final six months of the project is essential to the successful operation of the new facilities.

Key Responsibilities of the Facility Manager

The Facility Manager will be responsible for overseeing the day-to-day operations, maintenance, and management of the Municipal Complex. This includes:

- Monitoring and maintaining advanced building systems (e.g., HVAC, electrical, and security systems).
- Coordinating with contractors for ongoing maintenance and repair work.
- Ensuring compliance with safety regulations and sustainability goals.
- Managing budgets and resources for facility operations.
- Serving as the primary point of contact for any facility-related issues.

Importance of Early Involvement

The final six months of the Municipal Complex construction phase involve critical activities, such as:

- **System Installation and Programming:** Advanced mechanical, electrical, and plumbing (MEP) systems, as well as security and IT systems, will be installed, programmed, and configured.
- **Commissioning and Testing:** Systems will undergo rigorous testing to ensure they function as designed.
- **Training:** Contractors will provide in-depth training on operating and maintaining these systems.

Having the Facility Manager involved during this period will:

- **Foster In-Depth Understanding:** The Facility Manager will gain firsthand knowledge of how the buildings' systems are designed and installed. Learning directly from the construction team and subcontractors ensures a comprehensive understanding that manuals and training videos cannot replicate.
- **Enable Proactive Problem-Solving:** Early familiarity with the systems will allow the Facility Manager to identify and address potential issues before they become major problems.
- **Ensure Continuity:** The presence of a dedicated manager during the transition from construction to full operation will provide continuity and stability.

Risks of Delaying the Hire

Without a Facility Manager in place during the final phase of construction:

- The Town risks a steep learning curve for someone stepping into the role after the construction team has departed.
- Valuable training opportunities with the system installers will be missed.
- There could be delays in addressing operational issues, potentially disrupting the Town's services and increasing costs.
- Required maintenance of systems may be missed and potentially void manufacturers warranties.

Recommendation

I strongly recommend that the Town propose the creation of the Facility Manager position for approval at the May Town Meeting. Budgetary considerations for this position should account for onboarding the Facility Manager by mid-2025 to ensure their participation in the final construction phase. Waiting till fiscal year 2026 will bring this critical hire into the campus well after the construction phase and about halfway through the initial one year warranty period.

This proactive step of hiring a facility manager in 2025 will safeguard the Town's significant investment in the new Municipal Complex, ensuring its systems operate efficiently and reliably from the outset.

Thank you for your attention to this matter. I am available to discuss further and assist in preparing the proposal for Town Meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian P. Laroche".

Brian Laroche
Project Director

Director of Facilities timing

Town Administration FY26 Supplemental Budget Request

Timing

Town of Middleton - New Municipal Complex
Schedule Date: 2/6/24

Schedule Date: 2/6/24

Legend:

- Black:** Conservation & Site Plan Approval Process
- Blue:** Submission (e.g., Submit Notification & Site Plan Documents, File Building Permit, NPDES General Permit Filing)
- Red:** Review (e.g., USFWS & NHESP Review of Application, Prepare Incidental Take Application, FF&E + Technology Installation Period)
- Green:** Preparation (e.g., Submit Reconciled Estimate to Town Administrators Office, Town Bond Counsel / Financial Advisors Model Additional Funding, Public Notification of Meeting, Special Town Meeting, Construction Document Preparation, Bidding Main Package Due (Trade/Non-FSB subcontractors), CM to prepare GMP, GMP presented to owner - execute)
- Yellow:** Construction (e.g., New Construction - Timeline TBD by M, Procurement, Sited Work, Foundations, Steel Structure, Roofing / Envelope, Rough-in, Finishes, Substantial Completion / CoO, Commissioning, Punch List, FF&E + Technology Installation Period, Owner Occupancy of Buildings, Closeout Period)

Timeline Summary:

- Phase 1: Preparation (Q1-Q2)**
 - 69-70: Conservation & Site Plan Approval Process (216 days)
 - 71: File Building Permit (10 wks)
 - 72: NPDES General Permit Filing (30 days)
 - 73: Substantial Completion / CoO (7.5 wks)
 - 74: Bald Eagle Incidental Take Permit (220 days)
 - 75: USFWS & NHESP Review of Application (10 months)
 - 76: Prepare Incidental Take Application (1 mon)
 - 77: FF&E + Technology Installation Period (1 mon)
 - 78: Owner Occupancy of Buildings (0 days)
- Phase 2: Submission (Q3-Q4)**
 - 79: Punch List (1.5 wks)
 - 80: Owner Occupancy of Buildings (0 days)
 - 81: Closeout Period (0 days)
- Phase 3: Submission (Q1-Q2)**
 - 82: Contract Documents (176 days)
 - 83: Construction Document Preparation (35 wks)
 - 84: 60% CD estimate (3 wks)
 - 85: 90% CD estimate (2 wks)
 - 86: Bidding (70 days)
 - 87: FSB pre-qualification (30 days)
 - 88: Bidding Main Package Due (Trade/Non-FSB subcontractors) (20 days)
 - 89: CM to prepare GMP (15 days)
 - 90: GMP presented to owner - execute (5 days)
- Phase 4: Construction (Q3-Q4)**
 - 91: Construction (460 days)
 - 92: New Construction - Timeline TBD by M (460 days)
 - 93: Procurement (25 days)
 - 94: Sited Work (280 days)
 - 95: Foundations (65 days)
 - 96: Steel Structure (45 days)
 - 97: Roofing / Envelope (65 days)
 - 98: Rough-in (105 days)
 - 99: Finishes (115 days)
 - 100: Substantial Completion / CoO (2 wks)
 - 101: Commissioning (0 days)
 - 102: Punch List (2 wks)
 - 103: FF&E + Technology Installation Period (1 mon)
 - 104: Owner Occupancy of Buildings (0 days)
 - 105: Closeout Period (70 days)