

Shrewsbury DPW- Public Facilities

2nd Floor of Town Hall

Angela Snell
Director of Public Facilities

Keith Baldinger
Public Buildings
Division Manager



Ken Goodwin

Custodial Supervisor
(Custodians & Contract Cleaners)

Leo Bullard

Maintenance Supervisor

Bob Marchand

High School
Plant Manager

Kevin Esposito
Parks, Cemetery & Grounds
Division Manager



Ryan Pontbriand

Parks & Cemetery
Foreman

Gary Grindle

Recreation Supervisor

Shrewsbury Public Facilities Newsletter 3/1/19



Public Buildings News

The Public Buildings Division is part of the newly formed Public Facilities Department within the Department of Public Works. The Public Buildings Division is responsible for the maintenance, repair and custodial services in the Town's 19 buildings. The combined square footage of these buildings is approximately 991,290 square feet, 131,157 of which



are municipal buildings and 860,133 are public schools. The Public Buildings Division has Twenty-four employees. The leadership team includes a Public Buildings Division Manager, an Assistant Superintendent of Maintenance, Assistant Superintendent of Custodial Services and an Assistant Superintendent – Plant Manager at SHS, supported by one full-time Administrative Assistant. The Division has twelve full-time custodians and two part-time custodians. The Maintenance crew has five full-time maintenance craftsmen.

SNOW AND ICE The Public Buildings Division is responsible for maintaining all of the sidewalks and entranceways at all of the Town buildings. Although this winter has not produced a lot of snow, it has had some

challenging winter storms. Snow is very simple to clear from areas, but when sleet, freezing rain, ice and sustained sub-zero temperatures are added, it makes keeping areas safe for vehicles and pedestrians very difficult. This winter season has included all of these factors, and has included them all together in multiple events. The Division staff has worked hard to keep the access to the buildings safe this winter, and it is truly a team effort to



accomplish this task. It is important to note that this work could not be accomplished without assistance from the Highway and Parks Divisions during the storms, and the Fleet Maintenance Department that rebuilt our salt spreader, and prepared and maintains our plow trucks for the season.

ROOF REPAIRS The Division is responsible for many acres of roof area that protect our buildings from the elements. The winter season can cause damage to roof membranes and roof flashing, which can cause leaks. This can occur on roofs of any age, and the Division works hard to respond and mitigate damage and clean-up areas so they are safe for building users. The Division does much of this work using our maintenance staff, but we also work closely with a contracted roofing company to assist with repairs and permanent solutions. Ice is a major cause of roof damage, it can not only damage roof membranes, it block drains and gutters which pools water when it is melting. The Parker Road preschool and Special Education office, have been particularly challenging this winter, the roof has reached the end of its life, and is slated for replacement. The Division Manager is working on the procurement of a new roof membrane for an expected completion in the fall of 2019. We have had minor roof leaks at SHS, Oak Middle School, Town Hall and Fire Station Two.

HVAC FILTER REPLACEMENTS The HVAC systems and equipment in all of the Town's buildings are equipped with air filters in the air handling equipment. Some buildings have filters for sections of the building, others have filters in every space, depending on how the systems are designed. The Public Buildings Division's maintenance and custodial staff is responsible for changing these filters. This is typically done four to five times per year in each building. In the schools we use the vacation periods to do the individual room filters, while filters on roof top units are replaced on a regular schedule. This work is labor intensive, and by having our staff complete this work it is a major cost savings.

PROJECT SPOTLIGHT- Senior Center Audio/ Visual System

A new audio/visual system project was recently completed in the Main Hall at the Senior Center. This system includes an 84 inch monitor in the west side of the hall, and a ceiling mounted projector on the east side. The system allows for presentations utilizing the existing sound system in the hall with wireless microphones. The system also includes two blue-ray players, and the ability to attach other electronic devices to the system via hardwired or wireless connections. It can be used for presentations, training and movies and a host of other things. The Division contracted with Wachusett A/V for this work that has a value of approximately seventeen thousand dollars, with some assistance from our staff electrician and SELCO. The system also allows for future expansion if the need arises.

EMPLOYEE SPOTLIGHT-Bruce Anderson

Bruce Anderson a 32 year employee of the Public Buildings Division, the custodian at Calvin Coolidge Elementary School, and is one of our many dedicated



staff members. The school recently had "Super Hero Day" and Bruce adorned his Superman shirt to be part of it. The school put

a superhero poster together with his likeness flying through the air as Superman. He truly is a "Super" guy and we are happy to have him in the Division. He takes great pride in his work and is an integral part of the Coolidge community.

UPCOMING PROJECTS

The Public Buildings Division always has many projects on its to-do list and the month of March is no exception. A reconfiguration of the Town Hall mailroom into the new IT office will begin in early March with an expected completion by April 15th. This project was designed and engineered by Nault Architects Inc, and we are currently in the midst of signing on the General Contractor. The value of the project is just under \$50,000 including the design and engineering.

Spring Street School is getting a set of new front doors to replace the existing units that are worn out.

We have also been working with the School Department to complete some safety and security items in the schools that have been called out by the building assessment team. This includes frosted window film on some glass classroom partitions at Oak Middle School. FOB entry systems on doors at Floral and Spring Street Schools. A door alarm on the playground exit at Paton School, and we are working to replace outdated hardware on the gym and cafeteria doors at Coolidge School.

Replacing the boiler at the Senior Center is in the Capital Budget for FY19, and the engineering has begun for this project with an expected early summer completion.

Parks & Grounds News

The Parks, Cemetery & Grounds Division is also part of the newly formed Public Facilities Department within DPW. The Division staff includes Kevin Esposito, Parks Cemetery & Grounds Division Manager and Ryan Pontbriand, Parks & Cemetery Foreman. The division has two full time maintenance craftsman and relies on part time employees (from April to November) and contractors to take care of the town's parks, cemetery and school fields. Our office is now located within the DPW on the 2nd floor of the Town Hall.

WINTER OPERATIONS: The Parks Division took



advantage of the mild December and January to work outside cutting down trees on trails and clearing brush. February the division has been busy with snow & ice removal assisting

the Highway Division. The division also is servicing their mowers and equipment getting ready for spring.

FIELD & PICNIC PERMITS: The Parks staff is now reviewing field permit applications received from the various community sports groups. Picnic reservations will open up on March 15th.

SCHOOL FIELD DAYS: Principals and PTO groups are reminded to please let the parks division know when your field day will be so we can coordinate weekly mowing around your event.

WORLD GAMES NEWS: We are proud of our traditional Special Olympics basketball team who were selected to



to represent the USA in the World Games in Abu Dhabi. They were recently honored at a Shrewsbury High Basketball Game by the Athletic

Department. They will be traveling with Special Olympics USA from March 6th to March 23rd. Be sure to follow them on twitter for updates @specialolyUSA and @SpOlympicsMa

RECREATION NEWS: Spring registration opens online March 6th at 8 am. Programs include yoga, Zumba, tai chi, golf and more! Join us in one of our programs.

*PUBLIC FACILITIES
ON SOCIAL MEDIA!*

*FOLLOW US ON TWITTER
@SHREWSBURYPARKS
& ON INSTAGRAM
@SHREWSBURYPARKS*

*TAG US IN YOUR PHOTOS.
WE LOVE TO SEE THE
FACILITIES IN USE!*

Public Facilities Staff

Angela Snell,
Director of Public Facilities

Keith Baldinger,
Public Buildings Division Manager

Kevin Esposito, Parks, Cemetery &
Grounds, Division Manager

Town Hall DPW Office
2nd Floor

<https://www.shrewsburyma.gov/804/Department-of-Public-Works>

March 1, 2019 Newsletter

DIRECTOR'S CORNER: *Thanks to the Public Buildings and Parks staff who helped move our offices to the 2nd floor DPW Office at Town Hall. I also appreciate everyone's help and support as we start this new division for the town. We look forward to serving the community and working together with the DPW staff. ~ Angela Snell*

FY 2020 Public Facilities Department

Draft 3/01/2019

**FY 2020 Public Buildings Division
585120 Major Building Repairs**

| | Dept. Req. | Mgr. |
|--|-------------------|-------------|
| High School: | | |
| Replace failed exterior glass | 10,000.00 | |
| HVAC Building Automation Upgrade | 35,000.00 | |
| Sherwood Middle: | | |
| Entry door repairs | 10,000.00 | |
| Oak Middle: | | |
| Gym floor sand and refinish | 12,000.00 | |
| Window replacement | 10,000.00 | |
| HVAC control calibration and repair | 10,000.00 | |
| Coolidge: | | |
| Replace front door entry/storefront | 35,000.00 | |
| Tile replacement at exits | 6,000.00 | |
| Exterior door replacement at kitchen | 3,500.00 | |
| HVAC building automation upgrade | 20,000.00 | |
| Spring Street: | | |
| Asbestos tile removal and replacement | 20,000.00 | |
| Floral St.: | | |
| HVAC control calibration and repair | 20,000.00 | |
| Paton: | | |
| Gym/Café floor sand and refinish | 4,500.00 | |
| Parker Road Preschool: | | |
| Roof replacement | 35,000.00 | |
| All Buildings | | |
| Asbestos Removal & Repair | | |
| All buildings: | 4,000.00 | |
| Extraordinary Repairs Not Specified | 50,000.00 | |
| Total | 285,000.00 | - |