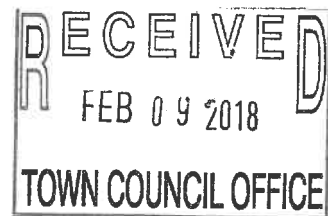


*Town of Weymouth
Massachusetts*



Robert L. Hedlund
Mayor

75 Middle Street
Weymouth, MA 02189



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www.weymouth.ma.us

Referral Dte. _____ PH Dte. _____
Comm. Referral _____ TC Vote _____
Comm. Vote _____ TC Vote Dte. _____
Comm. Vote Dte. _____

MEMORANDUM

18 011

TO: TOWN COUNCIL
CC: TED LANGILL, CHIEF OF STAFF
JOSEPH CALLANAN, TOWN SOLICITOR
FROM: ROBERT L. HEDLUND, MAYOR *AA*
SUBJECT: REORGANIZATION PLAN ESTABLISHING THE
DEPARTMENT OF ASSET MANAGEMENT
DATE: FEBRUARY 8, 2018

2018 FEB -9 3:44:06
TOWN OF WEYMOUTH
RECEIVED

Pursuant to section 5-1 of the Town Charter, I hereby submit the following reorganization plan to Town Council for its consideration and action:

“That the Town of Weymouth, through Town Council, hereby amend the Town of Weymouth Code of Ordinances, in the following manner:

SECTION 1. Subsection (a) of section 4-102 of chapter 4 of the Town of Weymouth Ordinances is hereby amended by inserting after the clause “Department of Libraries” the following new clause:— Department of Asset Management

SECTION 2. Section 4-202 of chapter 4 of the Town of Weymouth Ordinances is hereby amended by striking out subsection (b) and inserting in place thereof the following subsection:—

- (b) Scope of Department activities. The Department of Administrative and Community Services shall be responsible for and shall include the following functions:

1. Emergency management services.
2. Commission on Disabilities;
3. Elder services;
4. Recreation;
5. Veterans' services;
6. Youth and family services;
7. Community events; and
8. Cultural Council.

SECTION 3. Section 4-202 of chapter 4 of the Town of Weymouth Ordinances is hereby amended by striking out, in subsection (c)(4), the figure “;” and inserting in place thereof the following figure:— .

SECTION 4. Section 4-202 of chapter 4 of the Town of Weymouth Ordinances is hereby amended by striking out subsection (c)(5).

SECTION 5. Section 4-202 of chapter 4 of the Town of Weymouth Ordinances is hereby amended by striking out subsection (d)(2).

SECTION 6. Chapter 4 of the Town of Weymouth Ordinances is hereby amended by adding the following new section:—

§ 4-202.1 Asset Management, Department of

(a) Establishment. There shall be a Department of Asset Management that shall be responsible for the management, planning, operation, maintenance, and care of all buildings, grounds, and facilities, including for all Town and School departments. The Department shall operate in accordance with all applicable local, state, and federal laws, and possess the responsibilities of all school assets under the Superintendent and School Committee as delegated to this Department in accordance with section 4.5(3) of the Charter and M.G.L. c. 71, § 37M.

(b) Scope of Department activities. The functions of the Department of Asset Management shall include but are not limited to those enumerated below:

1. Responsible for the proper protection and preservation of municipal buildings, grounds, and facilities, which shall include all grounds, fixtures, systems, and equipment;
2. Responsible for the implementation of short-term and long-term planning and improvements of municipal facilities, as described above;

3. Responsible for coordination of grounds, construction, and landscaping improvements or maintenance activities;
4. Establish procedures for maintenance, repair, and replacement of municipal facilities;
5. Establish and coordinate facilities' usage, fee structure, maintenance, scheduling, construction, and capital planning with other applicable Town Departments;
6. Establish employees' duties and provide administrative oversight, management, budget, and technical direction to the Department's personnel.

(c) Director of Asset Management. The Department of Asset Management shall be under the management and control of a Director, who shall work under the general direction of and be responsible to the Mayor, the Superintendent of Schools, or their designees.

This measure will need legal notice and a public hearing, not less than seven or more than fourteen days following publication of the legal notice.

This plan shall become effective at the expiration of sixty days following the date the Mayor submitted the proposal to the Council, or Monday April 9, 2018 as the sixtieth day falls on a Sunday, *Charter* § 8-9, *Ordinances*, § 1-102, ¶¶ 5, 7, unless the Council shall by a majority vote before that date vote to disapprove the plan. The Council may vote only to approve or to disapprove the plan and may not vote to amend or to alter it.

**must be voted at 20 April 2017 meeting
11 April is actual deadline*

*Town of Weymouth
Massachusetts*




Robert L. Hedlund
Mayor

Town of Weymouth
75 Middle Street
Weymouth, Massachusetts 02189

MEMORANDUM

TO: Town Council

FROM: Robert L. Hedlund, Mayor 

SUBJECT: Reorganization Plan Establishing a Department of Asset Management

DATE: February 8, 2018

CC: Ted Langill, Chief of Staff
Joseph Callanan, Town Solicitor

In reviewing departmental efficiencies and the overall improved compliance with the Municipal Modernization Act and other recent amendments to state law, we determined creation of an asset management department would be in the best interest of the Town. The Charter envisioned such a department, there called a central municipal maintenance department. *Charter, § 4-5*. This reorganization plan would bring that nearly twenty-year-old idea to life.

Discussions between the Town, School Committee and Superintendent over the past months further proved a consolidation of maintenance functions, consistent with the provisions of G.L. c. 71, §37M, could achieve positive outcomes for the orderly, efficient or convenient conduct of the business of the Town and School Department. On October 26, 2017, the School Committee voted to accept the statue as to the consolidation of maintenance functions. We also filed a measure accepting G.L. c. 71, §37M, which is also before the Council for its approval.

This reorganization plan would establish a Department of Asset Management in which the Director shall be responsible for the management, planning, operation, maintenance and care of all grounds and facilities for all Town and School Departments, in accordance with state law and our Charter.

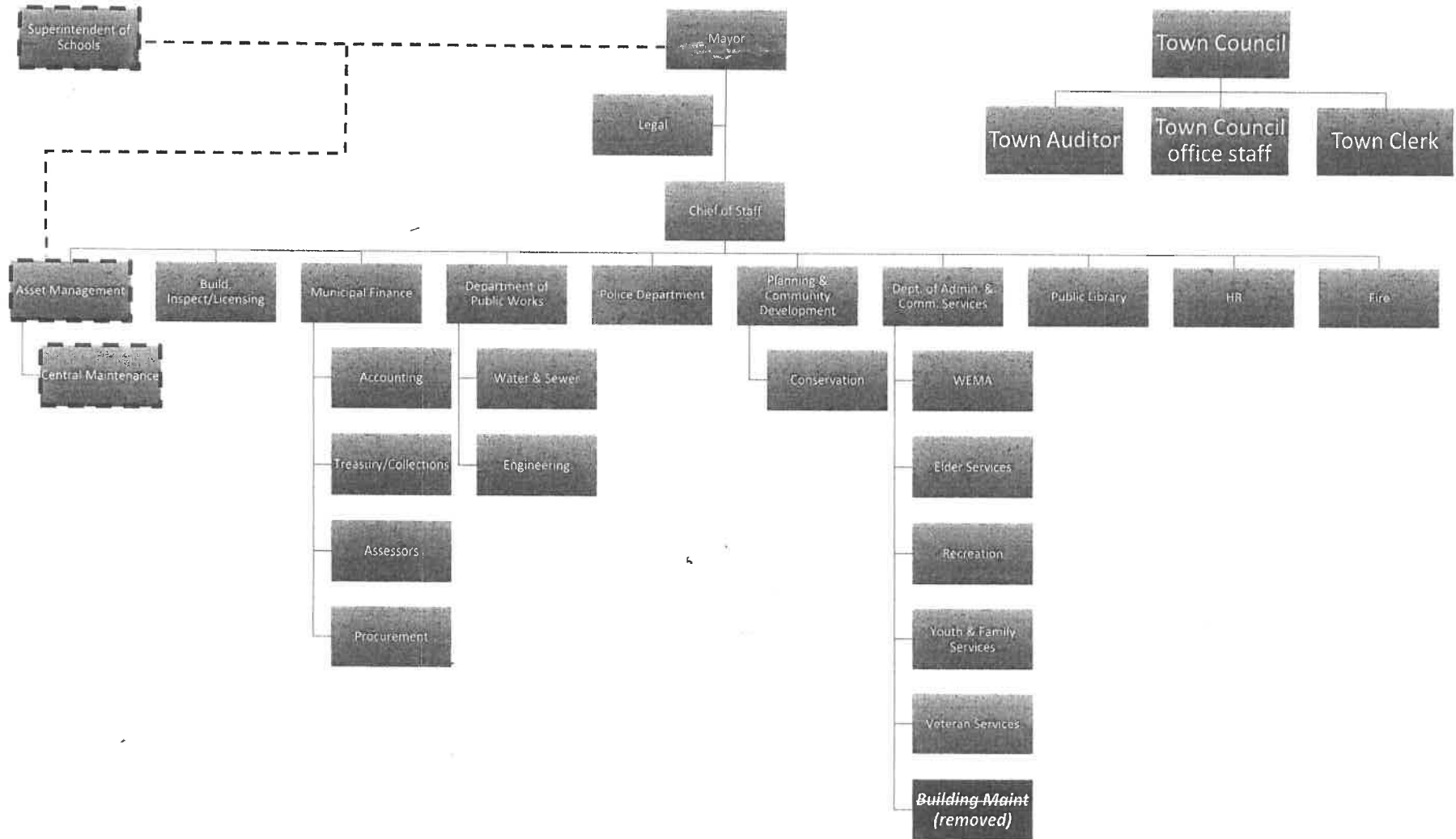
Along with creating a new department, this plan contains a proposed ordinance that sets out, in detail, such amendments, insertions, revisions, repeals or otherwise of existing ordinances as

may be necessary to accomplish the desired reorganization within the current ordinances. The specific revisions include the following, among others:

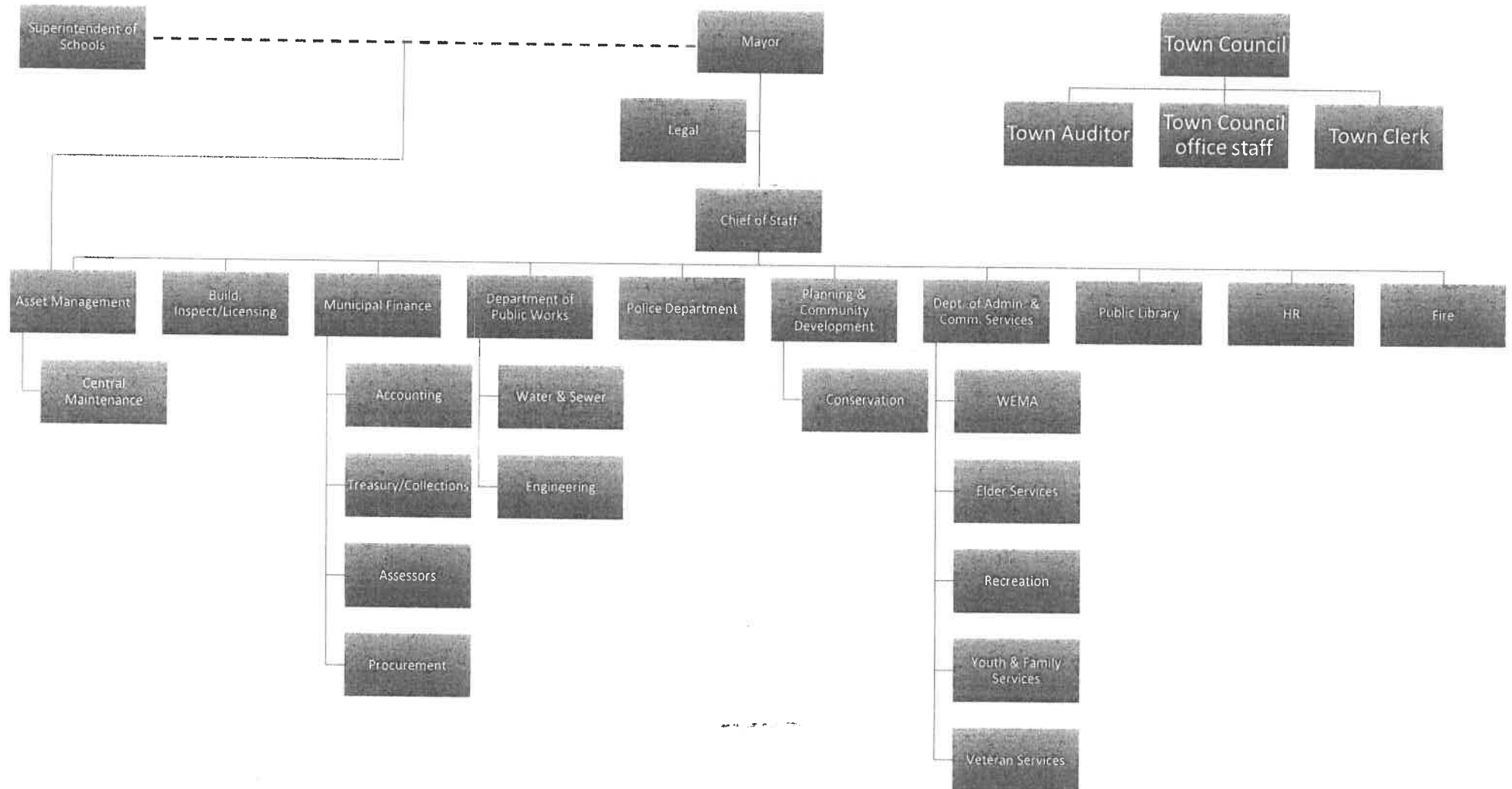
- Section 4-102 Departmental organization- adding Department of Asset Management to list of Town departments;
- Section 4-202 Department of Administrative and Community Services- removing the maintenance of certain Town buildings and property from this Department in total; and
- Section 4-202.1 (new) Department of Asset Management- creating this new department that centralizes municipal maintenance of Town and School grounds, facilities, and buildings.

Benefits of this reorganization plan include greater efficiency of Town's services, elimination of duplication, reduction of management, and an increase in frontline services. An overview of this new organizational structure is also attached hereto for your review.

Consolidation Chart Changes



Consolidation Chart Complete After Change



Department of Asset Management

