

Town of Weymouth
Massachusetts

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TOWN OF WEYMOUTH
TOWN CLERK'S OFFICE

Robert L. Hedlund
Mayor

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Weymouth, MA 02189



2017 DEC 14 PM 3:11
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Referral Dte. _____ PH Dte. _____
Comm. Referral _____ TC Vote _____
Comm. Vote _____ TC Vote Dte. _____
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MEMORANDUM

#17 128

TO: TOWN COUNCIL
CC: TED LANGILL, CHIEF OF STAFF
JOSEPH CALLANAN, TOWN SOLICITOR
FROM: ROBERT L. HEDLUND, MAYOR *MA*
RE: ESTABLISHMENT OF THE DEPARTMENT OF ASSET
MANAGEMENT AND PROCUREMENT
DATE: DECEMBER 18, 2017

I hereby submit the following measure 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. Section 3-326 of chapter 3 of the Town of Weymouth Ordinances is hereby amended by striking out subsection (a), and inserting in place thereof the following subsection:

(a) Establishment. The Purchasing Agent shall be appointed by and shall be responsible to the Mayor or designee, in accordance with MGL c. 41, §103.

SECTION 2. Section 4-201 of chapter 4 of the Town of Weymouth Ordinances is hereby amended by striking out, in subsection (b)(7), the figure “;” and inserting in place thereof the following figure:— .

SECTION 3. Section 4-201 of chapter 4 of the Town of Weymouth Ordinances is hereby amended by striking out subsection (b)(8).

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SECTION 4. The second paragraph of subsection (c) of section 4-201 of chapter 4 of the Town of Weymouth Ordinances is hereby amended by striking out clause "Purchasing Agent".

SECTION 5. The third paragraph of subsection (c) of section 4-201 of chapter 4 of the Town of Weymouth Ordinances is hereby amended by striking out clause "Purchasing Agent".

SECTION 6. Section 4-201 of chapter 4 of the Town of Weymouth Ordinances is hereby amended by striking out subsection (d)(4).

SECTION 7. 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 8. 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 9. Section 4-202 of chapter 4 of the Town of Weymouth Ordinances is hereby amended by striking out subsection (c)(5).

SECTION 10. Section 4-202 of chapter 4 of the Town of Weymouth Ordinances is hereby amended by striking out subsection (d)(2).

SECTION 11. Chapter 4 of the Town of Weymouth Ordinances is hereby amended by adding the following section:—

§ 4-203.1 Asset Management and Procurement, Department of

(a) Establishment. There shall be a Department of Asset Management and Procurement that shall be responsible for the management, planning, operation, maintenance, and care of all buildings, grounds, and facilities and the procurement and

purchasing of all supplies and services, for all Town and School departments. The Department shall operate in accordance with M.G.L. c. 30B, c. 149 and c. 7 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.

(b) Scope of Department activities.

1. Asset Management

Responsible for the proper protection and preservation of municipal buildings, grounds, and facilities, which shall include all grounds, systems, and equipment;

Responsible for the implementation of short-term and long-term planning and improvements of municipal facilities, as described above;

Responsible for coordination of grounds, construction and landscaping improvements, and maintenance activities;

Establish procedures for maintenance, repair, and replacement of municipal facilities;

Establish and coordinate facilities' usage, fee structure, maintenance, scheduling, construction, and capital planning;

Establish employees' duties and provide administrative oversight, management, budget, and technical direction to the Department's personnel.

2. Procurement

Responsible for coordination of the proper purchasing of all supplies and services for the Town and School Departments, in accordance with the provisions of MGL c. 30B, c. 149 and c. 7.

Responsible for and oversees all procurement processes, requests for proposals, bids, and specifications for the purchase of goods and services related to municipal facilities.

Provide assistance and coordination to other town and school departments with procurement and other related tasks.

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

1. The Director, as Town Purchasing Agent, shall be the chief procurement officer of the Town, responsible for purchasing all supplies, material and equipment for all offices and agencies of the Town to the extent provided in MGL c. 41, § 103, and for the purposes of MGL c. 30B;

2. The Town Purchasing Agent may delegate any of the powers and duties of the office of chief procurement officer to one or more procurement officers to serve in the manner provided in MGL c. 30B, § 19 and shall directly supervise Assistant Chief Procurement Officers and the procurement activity of Designated Procurement Officers.

SECTION 12. Section 5-202 of chapter 5 of the Town of Weymouth Ordinances is hereby amended by adding after the clause "the Director of Municipal Finance" the following clause:— and Chief Procurement Officer

Requires legal notice + public hearing
D. Hachey

*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 *MA*
SUBJECT: Establishment of the Dept. of Asset Management and Procurement
DATE: DECEMBER 18, 2017
CC: Ted Langill, Chief of Staff
Joseph Callanan, Town Solicitor
John MacLeod, CPO, Director of Asset Management

In reviewing departmental efficiencies and the overall improved compliance with the Municipal Modernization Act and procurement laws, it has been determined that the creation of an Asset Management and Procurement Department would be in the best interest of the Town.

Further discussions between the Town, School Committee and Superintendent further proved that a consolidation of maintenance functions, as provided for within the provisions of G.L. c. 71, §37M, would facilitate the wanted outcomes for both the Town and Schools. On October 26, 2017, the School Committee voted to accept the statute as to the consolidation of maintenance functions and the Town's acceptance of G.L. c. 71, §37M is currently before the Council for its approval.

This measure, if approved, would establish a Department of Asset Management and Procurement in which the Director shall be responsible for the management, planning, operation, maintenance and care of all grounds and facilities and the procurement and purchasing of all supplies and services, for all Town and School Departments, in accordance with M.G.L. c. 30B, c. 149 and c. 7 and Section 4-5(3) of the Charter.

Along with creating a new department, this measure will revise other provisions within the current ordinances. The specific revisions will be:

- Section 3-326 Purchasing Agent – appointment of Purchasing Agent to be made by the Mayor or designee, in accordance with MGL c. 41, §103;
- Section 4-201 Department of Municipal Finance - removing procurement as a municipal function while maintaining the appointment of a Purchasing Agent, as required by G.L. c. 41 and 30B;
- 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 5-202 Procurement of supplies and services- to reflect that the Municipal Finance and Asset Management and Procurement departments work jointly with regard to the appropriation of funds for procurement purposes.

An overview of this new organizational structure is attached hereto for your review.