



# Facilities Services



Mr. Joseph Olenik  
Director of School Facilities & Security

24 School Road  
Weston, CT 06883

Telephone: 203-221-6550  
Fax: 203-221-1254



## FACILITIES

The mission of the Facilities Department is to support the mission and goals of the Weston Public School District by providing an attractive, comfortable, clean, accessible, safe and well planned educational environment to facilitate teaching and learning, as well as campus programs and activities. The FY 20 budget request supports this mission.

The Facilities Department is comprised of a team of highly skilled trades, grounds and custodial personnel that maintain the utilities, buildings and grounds for the Weston Public Schools. Our staffing model utilizes licensed mechanics with the skill sets required to reduce our reliance on contracted services. Our grounds department has successfully maintained all landscaping services and athletic field care and maintenance this past year. They also maintain the fields for the town's Parks and Recreation Department rentals and events.

The Facilities Department manages an expansive physical plant:

- Six buildings totaling over 573,000 square feet on 164 acres.
- 11 athletic fields, six tennis courts, one track, one shot put training area, and two long jump training areas.
- An indoor pool used by the Parks and Recreation Department for community swimming, as well as high school swim teams in the fall and winter, Special Ed classes, and 6<sup>th</sup> /7<sup>th</sup> grade PE classes during the winter months.
- Five playground areas.
- Roads, parking areas and sidewalks connecting all campus buildings.

In preparation of this budget, the Director of Facilities and the Director of Finance and Operations reviewed our service model to ensure we are calibrated with the operational needs of the district. Over the past year we have put out to bid our Trash Removal contract, Fire Alarm Maintenance contract, Zenon Plant contract and our Propane contract. All four have yielded annual savings of approximately \$40,000. In partnership with the Town of Weston, we have implemented virtual net metering, which procures electricity from a solar farm allowing the district and Town to secure electricity credits from Eversource. These credits began to materialize this past fall and is anticipated to save the district approximately \$78,000 after taking into account consumption changes.

As we have discussed for the past four years, our outside cleaning contract expires at the end of FY 19. It was anticipated we would see a significant financial increase in a future contract as wage rates have risen and the current contractor saw its workforce unionize. A competitive RFP was let mid-Fall 2018 and we received six submissions. We are reviewing the bids and will establish a bid review committee in January 2019 to evaluate the firms. We are anticipating that this will result in a budgetary increase between \$100,000 and \$200,000, which is far below initial estimates of \$600,000 to \$800,000. A critical evaluation point by the bid review committee will be determining which firm will significantly improve the cleanliness of our buildings. This will mean evaluating bids relative to CIMS (Cleaning Industry Management Standards) certification, APPA (Association of Physical Plant Administrators) standards and the numbers of employees allocated within the contract. Another critical review point will be the budgetary impact of the average

hourly rate the contractor pays its employees. Some submissions include a rate that is slightly higher than current minimum wage with a caveat that any increase in the minimum wage would then be passed on to Weston as a financial increase. Given that this contract will be for five years, it will be important to weigh the impact of the average hourly rate and what that might mean for future budgets, which could necessitate not necessarily taking the lowest bidder.

The proposed FY 20 budget also reflects the importance of adequately funding the Facilities department so it can address many of the facilities needs throughout the district. In the current year, we experienced roof leaks, significant boiler maintenance, plumbing repairs and general maintenance demands. As a result, we feel strongly that adequate funds be allocated to address ongoing maintenance of our facilities to ensure that our students and staff are educated in well-kept buildings. For this reason, we included \$40,000 for preventative boiler maintenance, which will allow us to begin boiler maintenance in August and September to have the heat ready for early October; \$18,000 for roof maintenance to provide preventative maintenance and repair work to aging and damaged areas of our roofs; and, \$20,000 for contracted services to help address a portion of our plumbing maintenance. While there are many other facility needs that did not make it into the FY 20 budget due to anticipated financial constraints, these areas are critical to fund as an initial step. The FY 20 facilities budget represents approximately a cost of \$8 per square foot to maintain including our grounds, which is below the DRG A average of \$8.29 per square foot.

**Facilities**  
*Weston Public Schools, Weston, CT*

STAFFING

2018-2019 Actual				2019-2020 Projected			
Operating Budget FTE	Other Sources FTE	Total FTE	Program	Operating Budget FTE	Other Sources FTE	Total FTE	Change
<b>Non Certified Staff</b>							
1.00	0.00	1.00	Director of Facilities	1.00	0.00	1.00	0.00
0.50	0.00	0.50	Finance & Operations Office Manager	0.50	0.00	0.50	0.00
<b>1.50</b>	<b>0.00</b>	<b>1.50</b>		<b>1.50</b>	<b>0.00</b>	<b>1.50</b>	<b>0.00</b>
<b>Custodians:</b>							
2.00	0.00	2.00	Elementary	2.00	0.00	2.00	0.00
2.00	0.00	2.00	Intermediate	2.00	0.00	2.00	0.00
2.00	0.00	2.00	Middle School	2.00	0.00	2.00	0.00
3.00	0.00	3.00	High school	3.00	0.00	3.00	0.00
<b>9.00</b>	<b>0.00</b>	<b>9.00</b>	<b>Total Custodians</b>	<b>9.00</b>	<b>0.00</b>	<b>9.00</b>	<b>0.00</b>
<b>Maintenance:</b>							
1.00	0.00	1.00	Electrician	1.00	0.00	1.00	0.00
1.00	0.00	1.00	Carpenter	1.00	0.00	1.00	0.00
1.00	0.00	1.00	Plumber	1.00	0.00	1.00	0.00
2.00	0.00	2.00	General Mechanic	2.00	0.00	2.00	0.00
<b>5.00</b>	<b>0.00</b>	<b>5.00</b>	<b>Total Maintenance</b>	<b>5.00</b>	<b>0.00</b>	<b>5.00</b>	<b>0.00</b>
<b>Groundskeepers:</b>							
1.00	0.00	1.00	Working Grounds Foreman	1.00	0.00	1.00	0.00
3.00	0.00	3.00	Groundskeepers	2.00	0.00	2.00	-1.00
<b>4.00</b>	<b>0.00</b>	<b>4.00</b>	<b>Total Groundskeepers</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>	<b>-1.00</b>
<b>19.50</b>	<b>0.00</b>	<b>19.50</b>		<b>18.50</b>	<b>0.00</b>	<b>18.50</b>	<b>-1.00</b>