

Memo

To: Board of Selectmen
From: Town Administrator Shaun Mulholland
Date: February 20, 2014
Re: Consolidation of Custodial Services

I have conducted an examination of custodial services at the Parks & Recreation Center and the Town Hall. We continue the process of consolidating and reorganizing positions/functions in an effort to reduce costs and enhance efficiency where possible.

Presently the Parks & Recreation Commission has a part time custodian. This position is budgeted as follows;

\$11.14 per hour X 12 hours per week at \$6,800 per year (actual cost is \$6,950).

Social Security costs are calculated at \$415 and Medicare costs are \$100 per year.

Total cost for this position is **\$7,465**

The Town Hall presently contracts this service out for a total budgeted amount of **\$4,000**. The present contracted service is charged at a rate of \$240 per month. The service is very limited. The cleaners come on one day on the weekend. They primarily clean the floors in the bathrooms. They do not perform any maintenance service or other cleaning.

I am proposing that we create a part-time position by consolidating the part-time Parks & Recreation position into a part-time maintenance person/custodial person who would service both recreation center and town hall. This position would be a 19 hour per week position that would work under the supervision of the Town Administrator. As this is a new position I would suggest that we advertise to fill the position. This would require a lay off in the Parks & Recreation position.

Shaun Mulholland
Town Administrator