

## **Municipal Buildings (Repair & Maintenance) Committee Policies**

### **1. Meeting Dates / Times**

- a. Regular meetings will be held quarterly on Tuesdays, at 6:30 p.m.
- b. Special meetings may be called by the Committee Chair as needed.

### **2. Scope**

- a. The Committee will entertain requests for expenditures from the Municipal Building Fund for municipal building repair and maintenance items.

### **3. Review of Expenditures**

- a. Town Accountant will forward the Building Repair Accounts report, Detail Expenditure Report, and the Municipal Building Fund report to committee members each quarter by email.
- b. Committee members will review the reports and notify the Committee Chair of any items requiring review and discussion at the next meeting.
- c. Issues will be reviewed at the next regular quarterly meeting. At the discretion of the Committee Chair, a special meeting can be called to discuss the issues. The Committee Chair will notify the appropriate department head of the items to be reviewed, and the date and time of the meeting.
- d. If, during their review, the Committee finds an expense to be inappropriate, the Committee will send an email/letter to the Town Administrator, Town Accountant, and Department Head requesting that the expense be reclassified to an account other than the Building Repairs & Maintenance account along with a reason for the reclassification.

### **4. Disbursements from the Municipal Buildings Fund**

- a. Request for Maintenance Funds form (available on the town Web site: [http://www.westboylston.com/Pages/WBoylstonMA\\_BComm/building](http://www.westboylston.com/Pages/WBoylstonMA_BComm/building)) will be completed by the Department Head and sent to the Committee Chair and Vice Chair.

## Municipal Buildings Committee

- b. Committee Chair will schedule the item for review no later than the next regular meeting. Requests from department heads for expedited reviews will be entertained by the Chair.
- c. Upon majority vote of the Committee, the Committee will notify the Town Administrator, Town Accountant, and Department Head of approval or disapproval of the Request. Reasons will be given if a request is not approved. If approved, the Request will be signed by Committee Chair or Committee Vice Chair, and the Town Accountant will be directed to classify the expense as belonging to the Municipal Building Fund.

### 5. Invoicing and Funds Disbursement

- a. Invoices will be submitted by department heads along with a copy of the ***approved*** Request for Maintenance Funds form to the Town Accountant.
- b. Town Accountant will pay the invoice if the invoice amount is not greater than the amount approved by the Committee.
- c. If the invoice amount exceeds the approved amount, the Town Accountant will forward both approved form and invoice to the Committee Chair and Vice Chair. The Committee will meet to review the invoice and any supporting information provided by the Department Head on the first Tuesday acceptable to a majority of the Committee and in accordance with the requirements of the Open Meeting Law. The invoice will not be paid until authorized by the Committee. The Committee will at its sole discretion and by majority vote:
  - i. Accept the entire invoice amount as appropriate for payment or
  - ii. Accept the previously approved amount only as appropriate for payment or
  - iii. Accept any amount between the approved amount and the amount of the invoice as appropriate for payment.

The Committee will record the accepted amount in the “amount to be paid” field of the previously approved Request for Maintenance Funds form and forward said form and reasons for its decision to the Town Administrator, Town Accountant, and Department Head by email/letter. Upon receipt of said email/letter, the Town Accountant will pay the accepted amount.