

# **Cape Elizabeth Facilities & Transportation**

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1. How many custodians and maintenance staff does Cape Elizabeth Schools employee?
  - 18 - Custodians
  - 4 – Maintenance
  - 2 – Office Staff
  - 1 - Director
2. How does it break out by town/school?
  - See the attached sheet
3. Does this idea of sharing personnel and cooperation between town and school work?
  - At the current time, our staff is too small to comfortably cover this workload and continually maintain the desired services.

## **Below are the questions that were asked to the other facilities department heads within the state of Maine.**

1. Does your school district have help from the town public works for clearing snow, mowing fields, and general grounds work?
2. Does the town and school share custodial and maintenance services?
3. If the town and the school share these services in any way (question 1 or 2) is there a bill generated between the identities or is it just figured into tax dollars?

**Brian MacDonald**  
**Facilities Director**  
**Brewer School Department**

Good morning Perry,

1. When we opened the new Brewer Community School in 2011, the parking areas were so poorly designed; public works said they could not plow it for us, so we plow much of it, and the smaller part of our other two buildings with the maintenance dept. pick up truck. All of the snow on sidewalks and entrances is cleared by school dept people. At the Community School, the cleaning contractor helps us out with that. The city's Rec Dept does most of the mowing for us, but again, we do the Community School because it would take the Rec Dept too much time. Ground work is mostly maintenance, but Rec helps with aerating and top dressing fields.

2. The city and school dept do not share maintenance and custodial services. The city uses a contractor to clean most of their properties and we use a contractor in the Community School. We clean our other two buildings with school staff. We do all of the maintenance, and my maintenance staff does some of the minor work custodians would normally do at the Community School, because they are paid mostly just to clean. We have had a few really tough budget years, and I did suggest possibly having the school dept maint and custodial staff takes over the city buildings, but it never went anywhere.

3. We are not billed for plowing, but we are for the sand/salt we get at Public works and if we ask Public Works to salt/sand or to sweep the parking lots in the spring. Mowing is more of a swap. The Rec dept uses one of our buildings in the summer for a daycare sort of summer camp. We use many of the Rec Dept fields for practices and middle school games... it always feels funny to get a bill from the city. It is like they take it out of the left pocket and put it in the right and count it as revenue... but that is above my pay grade.

**Michael Garrity**  
**Facilities Director**  
**Saco Schools**

Perry

Hope all is well.

Here at Oxford Hills the town workers / public works do not share services with the schools. Our custodial, maintenance and grounds crew only maintain school buildings and grounds, no other public or town buildings. Our custodians do snow removal from walkways, doors, etc but at each school we have a contractor that we hire to do snow removal for driveways, parking lots, etc. Basically in summary our school district does not share any services with the towns.

**Don Foster**

**Facilities Director**

**Cumberland ~ North Yarmouth Schools (MSAD 51)**

In Cumberland the Town does help with some snow removal. They provide a loader with a 14' pusher box and operator to do all of the large areas of the parking lots for large storms (they consider large storms as anything over 4" or so). We do everything else. Any sand/salt we get from the Town which we spread ourselves with our own truck. They remove any large piles from the school grounds after the storms. We do our own mowing and grounds work, etc. but split costs with the towns on materials when we can.

In return my staff cleans the Town Office and Public Library. The Town has their own maintenance person (The Town owns a bunch of elderly housing condos he also has to take care of).

The only billing or money exchanged is for the larger storms, private contractors are brought in by the Town to help truck the snow off.

**Douglas Sherwood**

**Facilities Director**

**Portland Schools**

Perry

Good morning!

1. When I first arrived in Portland back in May of 2000, City staff did all of our plowing, mowing, grounds, ball field and forestry work. Ball field and forestry work, along with designated sidewalk clearing routes, are still almost exclusively City of Portland supported whereas most, but not all, plowing, mowing and grounds work has gone contract.

2. Again, when I started back in 2000, we had a separate and distinct maintenance and custodial operations. We "merged" for a time with the City overseeing day to day operations in both areas as well as project management. We are almost back to where I started with the exception that our City HVAC team is our mechanical contractor.

3. All of the City services that we receive or had received were billed and paid as reimbursable expenses that creep into seven figures annually.

Hope this helps!

Doug

**Dean Dillingham**  
**Facilities Director**  
**Oxford Hills School District (MSAD 17)**  
Perry  
Hope all is well.

Here at Oxford Hills the town workers / public works do not share services with the schools. Our custodial, maintenance and grounds crew only maintain school buildings and grounds, no other public or town buildings. Our custodians do snow removal from walkways, doors, etc but at each school we have a contractor that we hire to do snow removal for driveways, parking lots, etc. Basically in summary our school district does not share any services with the towns.

**Kathy Warren**  
**Business Manager**  
**Vinalhaven Schools**

I've been here 20 years and originally our contracted town crew did the town work and our drive and lot plowing and spring sweeping and line painting and no bill was generated as they were considered town roads and lots. Slightly later, in a skewed (imo) attempt at saving the taxpayers money in "town" expenses, the select board decided the school district (we are only one town) should have to pay for its own services and so now we budget for and contract with the exact same people (economy of scale :-)) for our share of the services.

Given that we are a minimum receiver district these services are all paid out of local tax dollars and I would wager that the cost of the multiple jobs exceeds the single contract cost that was previously being charged. This is likely good for our local economy, the plow guys make more money, but I can't imagine that the taxpayer has ever saved a dollar on this arrangement.

Kathy

**Andy Madura**  
**Director of Transportation, Facilities & Food Services**  
**Lake Region Schools (SAD#61)**  
Perry,

We do here for one school in Sebago, as its so far away from our Maintenance shop and so close to the PW location.

I do all there town fields there next to the school for mowing/trimming and they do the plowing and sanding of the parking lots and driveways.

We do share some grounds equipment back and forth.

**Todd Jepson**  
**Director of Facilities**  
**Scarborough Public Schools**  
Perry,

In Scarborough, we do not share custodial or maintenance duties with the Town. The Town has its own department for cleaning and maintenance. The Town Community Services department does, however, do some, not all, grounds maintenance (mowing of fields and lawns) and shares snow removal around the main campus of school buildings. Anything they don't do, I either have my maintenance staff do or contract to a third party.

Public Works does not do any plowing, and any other services they provide are billed directly back to us through a journal transfer between departments (such as vehicle maintenance). Our school does employ a third party contractor to do the major parking lots and roadways for plowing, and we do not bill each other for the grounds/snow removal between school and community services....

Hope this helps.  
Todd

**Norm Justice**

**Facilities & Transportation Director**

**Gorham School District**

1. We work extremely close with our Public Works. They assist in snow plowing and mowing. Whenever I have a major project involving site work Public Works will provide a crew and equipment or lend us their equipment.
2. We provide Maintenance and Custodial Service for the Gorham Municipal Center. Our custodial services are a contracted service so the Town pays this portion of the contract.
3. Most often we do not see a bill from Public Works unless they have an outlay for materials then we reimburse them for materials or any sub contractor billings. The town has paid the school department \$10K annually for the maintenance of the Municipal Facility. They also pay for any contracted services we bring in for service.

**Licia Goodridge**

**Facilities - Buildings & Grounds Supervisor**

**Newport (RSU19)**

1. We contract Snow Removal and Grounds Maintenance/Mowing & Trimming. The only thing we ever ask for is to fill a pot hole, usually at the street entrance of our schools. (2) of our rec departments help with playing field improvements at 2 of our 7 schools, but not regular care.
  2. Our custodial staff is so thin that we wouldn't have the resources to share them without going into an overtime situation. \$\$ (nothing shared here)
- Hope everyone has a nice weekend!!

**Alyce Swan**

**Facilities Supervisor**

**Kennebunk (RSU21)**

Hello,

Interesting questions, is it possible to share with the group your findings?

- 1: The towns in our district do not help with plowing, grounds or field work. The town does supply the salt/sand for our sand trucks at no cost.
- 2: We currently share no custodial services with the towns in our district

Good luck

Alyce

**Gordon Murray**  
**Custodial/Maintenance**  
**Kennebec Intra-District Schools (RSU2)**  
Perry,

1. Do other school districts have help from the town public works for clearing snow, mowing fields, and general grounds work? **I have 10 buildings in 5 towns and do not have the towns help in any of these areas. Has been discussed but towns are unwilling to share their public works staff.**
2. Does their town and school share custodial and maintenance services? **These too are separate.**
3. If the town and the school share these services in any way (question 1 or 2) is there a bill generated between the identities or is it just figured into tax dollars? **Oh, the daily challenges that we face. Hope it all works out for you.**

**Matt Arnold**  
**Director of Transportation & Facilities**  
**Carmel & Levant Schools (RSU87)**

Do other school districts have help from the town public works for clearing snow, mowing fields, and general grounds work? **We do not. I have 3 schools and 2 full time grounds maintenance employees who take care of it. We contract the plowing for our three schools but our maintenance employees take care of sidewalks, emergency exits, steps, and detailed work such as in front of garage doors, dumpsters, sheds, etc. We also have a plow truck and plow that we plow our bus garage and central office ourselves. Our 2 maintenance employees also take care of all mowing and ground work for all school owned properties.**

**Our maintenance employees are also licensed school bus drivers and during the school year they fill in on routes when drivers are out sick. The combination of these duties beyond justifies the full time positions in our district.**

Does their town and school share custodial and maintenance services? **No**

If the town and the school share these services in any way (question 1 or 2) is there a bill generated between the identities or is it just figured into tax dollars? **N/A**

**Billy Hunter**  
**Maintenance Director**  
**Auburn Schools**  
Greetings.

- 1) Auburn School does not receive any assistance on snow plowing, snow removal, mowing or maintenance of grounds from the city.
- 2) We do not share any custodial services either.

Have a good day  
Billy

**Peter Saucier**  
**Fort Kent**  
**Facilities & Transportation Director**  
SAD 27 Does not get any help with listed services for our local municipality's. We do not share any staff services.

Custodial Staff				
Employee	Total Hours	Shift	Total Buildings	Town Hours/Day
1. Jonathan Fitts	Part Time (20 hrs)	Weekends	All Buildings	As Needed
2. Donny Darling	Full Time	Day Shift	MS / PC	As Needed
3. Randy Dill	Full Time	Day Shift	HS	As Needed
4. Denise Ordonez	Full Time	Day / Evening	All Buildings	As Needed
5. Julie Dubay	Full Time	Evening Shift	PC	As Needed
6. Cory Manchester	Full Time	Evening Shift	PC	As Needed
7. Rick Whitten	Full Time	Evening Shift	PC	As Needed
8. Andrew Bean	Full Time	Evening Shift	MS	As Needed
9. Mark Racioppi	Full Time	Evening Shift	MS	As Needed
10. Wanda McLaughlin	Full Time	Evening Shift	MS / TH	Town Hall (5.5hrs)
11. Ruby Taylor	Full Time	Evening Shift	MS / Pool	Pool (2hrs)
12. Mike Evans	Full Time	Evening Shift	HS	As Needed
13. Charlene Johnston	Full Time	Evening Shift	HS	As Needed
14. Chet Walker	Full Time	Evening Shift	HS	As Needed
15. Tommy Harmon	Full Time	Evening Shift	HS / Pool	Pool (1.5hrs)
16. Mark Doughty	Full Time	Evening Shift	HS / Pool	Pool (1hr)
17. Chuck Fowler	Full Time	Evening Shift	TML / PC / Pool	TML / Pool (5.5hrs)
18. Frank LaVerrier	Full Time	Evening Shift	Community Center	CC (8hrs)

Maintenance Staff				
1. Rob McVane	Full Time	Day Shift	All Buildings	As Needed
2. Bernie Shannon	Full Time	Day Shift	All Buildings	As Needed
3. Ben Galyeon	Full Time	Day Shift	All Buildings	As Needed
4. Jason O'Kelly	Full Time	Day Shift	All Buildings	As Needed

Office Staff				
1. Janet Hoskin	Full Time	Day Shift	All Buildings	As Needed
2. Pat Fowler	Full Time	Day Shift	All Buildings	As Needed
3. Perry Schwarz	Full Time	Day Shift	All Buildings	As Needed