



TOWN OF MERRIMACK

INTER-DEPARTMENT COMMUNICATION

DATE: July 26, 2023

AT (OFFICE): Public Works Department

TO: Paul Micali, Town Manager

FROM: Dawn B. Tuomala, PE, LLS, CWS
Public Works Director

SUBJECT: **Buildings and Grounds Reclassification Request**
Change Part Time Custodian Night to Full Time Custodian Night

The Public Works Buildings and Grounds Division currently employs two full time (FT) custodians during the day. They maintain the buildings and grounds of the Town Hall, Police Department and the Senior Center along with Abbie Griffin Park. The Division also employs two-part time (PT), night custodians. One works at the Town Hall (TH) and the other supports the Police Department (PD). There is also another Part-time custodian position, in the budget, under highway (HG).

- Current Staffing
 - DPW Director,
 - 2 FT Custodian (daytime),
 - 1-PT Custodian TH,
 - 1-PT Custodian, PD
 - 1-PT Custodian, HG

- Current issues
 - Not enough staff to complete required work
 - Not able to fully clean all areas
 - Not able to maintain TH Upgrades (ie shampooing carpets, stripping/waxing floors)
 - No Overlap in PT job duties with the FT staff
 - There is a gap in time from when the FT personnel leave the building and the PT personnel don't enter the building until later in the evening. If there are issues with the building there is no one here that can fix any problems that arise.
 - If one of the PT custodians does not show up for shift (ie sick or vacation) then the basic duties of cleaning the bathrooms and taking out the trash falls upon the FT custodians the next day. This then makes it very difficult for the FT to complete all of their job duties.

- At times, the doors to Town Hall are open when there are no staff within the building. For example, in between when the staff leaves for the day and someone comes in for a meeting at night.
- Issue Resolution with addition of FT night Employee
 - There will be an overlap between the daytime custodians and the night time custodian. Therefore, there will always be coverage at the Town Hall in case any emergency issues arise.
 - There will be additional hours for the staff to complete tasks that are presently not being done such as waxing the floors, shampooing the carpets etc.
 - There will always be someone present on site so that the general public can't just wander into the building that is unattended. The Town Hall has more open area than does the Police Station. At the Police Station the public can walk into the lobby and there are locked doors for all of the points of entry into the station itself. In the West wing of the Town Hall the entire second floor is open. The East wing on the first floor there is a hall and also into the meeting room.
 - By reclassifying the 2 part-time positions (Town Hall and Highway) to one full time position there will be an estimated additional cost of \$33,000.

I would like to request that both the TH and HG PT-Custodian positions be converted to one full-time position with an evening schedule of (3 PM to 11PM). If we convert these two positions, the cost to the Town would be approximately an additional \$33,000 for the 2023-2024 budget. There is significant salary savings at this time throughout the DPW divisions (DPW Administration, Highway, Buildings & Grounds, Equipment Maintenance and Solid Waste) budgets to cover the additional costs.

In addition, having this position would allow us to complete needed building maintenance in a timely manner without have to do all prevented maintenance on overtime. Thank you for your consideration. Please let me know if you have any questions.

CC: Sharon Marunicz, Human Resources Director
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