

SIGNIFICANT MAINTENANCE JOBS & MAJOR PROJECTS POLICY

(related policy: Fixed assets, capitalization and depreciation)

This policy governs the process of planning, approving and carrying out both significant maintenance jobs and major projects at the Bridgton Public Library. Except for unanticipated emergencies, the cost of Maintenance Jobs and Major Projects should be budgeted for as either an expense in the regular budget or as an item in the capital budget for the fiscal year. For purposes of this policy, the following definitions apply:

Minor Maintenance Work	Any maintenance item for which the anticipated total cost is expected to be less than \$1000.
Significant Maintenance Job	Any item of maintenance that is expected to cost \$1000 or more, but less than \$5000.
Major Project	Any renovation, additional facility, or maintenance work that is expected to cost \$5000 or more.

A. Minor Maintenance Work must be approved by the chairman of the Buildings and Grounds Committee or the Library Director and may be communicated verbally to the contractor/vendor involved. Members of the Buildings and Grounds Committee and the Library Director must be informed when approval is given for Minor Maintenance Work.

B. Significant Maintenance Job Process

For a significant maintenance job, the scope of the work to be accomplished must be described in writing and, when possible, two or more written estimates (i.e., bids) obtained. The scope of work and cost estimates will be presented to the Board of Trustees for approval.

In selection of a contractor, the Board will consider the contractors' performance histories as well as their bids.

In connection with the Board's approval to proceed, a member of the Board of Trustees will be assigned to oversee the maintenance job. Upon completion, the appointee will make a report to the Board on the results of the maintenance work, including final costs. The notice to the contractor to proceed must be in writing, signed by an officer of the Board of Trustees.

C. Major Project Process

Major projects require detailed plans and/or specifications, and a schedule (i.e., timeline) of work. Two or more bids will be sought for any major project. While it will usually be possible to have cost proposals for the entire project, it may be necessary to obtain/require separate bids for component parts of the project.

The plans, specifications, schedule, projected costs and bid details will be reported to the Board of Trustees. Board approval will be obtained before any commitment to a contractor or

vendor is made and before work on a major project commences. The notice to the contractor to proceed must be in writing, signed by the President of the Board of Trustees.

An individual Board member, a standing committee or an ad hoc committee appointed by the Board President will be assigned the responsibility of overseeing each major project. This member or committee will be responsible for approving invoices for payment provided they are consistent with the project's budget. Invoices that are inconsistent with the project's budget must receive approval from the Board of Trustees. If timely payment is an issue, the Executive Committee is authorized to take appropriate action. Any such Executive Committee action will be reported to the Board at its next meeting.

C. Reports to the Board of Trustees

Significant Maintenance Job. Once a significant maintenance job is authorized, the responsible Board member will report the job's status monthly and upon completion.

Major Project. For a major project, the designated committee or responsible individual will make reports monthly, or more frequently if appropriate, to the Board, including details of actual vs. projected costs and actual progress vs. project schedule. Upon completion of a major project, a written report providing an overview of the project, including actual cost and schedule details and recommendations for the Board regarding contractor performance and information that might be usable in planning for a future major project, will be submitted to the Board.

D. Major Projects will normally be funded through the Library's Capital Reserve Fund or a capital campaign. If a Significant Maintenance Job or Major Project receives additional funding from grants or other development activities such as special donation requests, the proceeds from these grants or activities shall not be used to increase the project budget without express approval of the board of Trustees.