



VERMONT

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**DEPARTMENT OF BUILDINGS AND GENERAL SERVICES**

DEPARTMENT INTRODUCTION AND OVERVIEW  
COMMITTEE PRESENTATION  
JANUARY 2025

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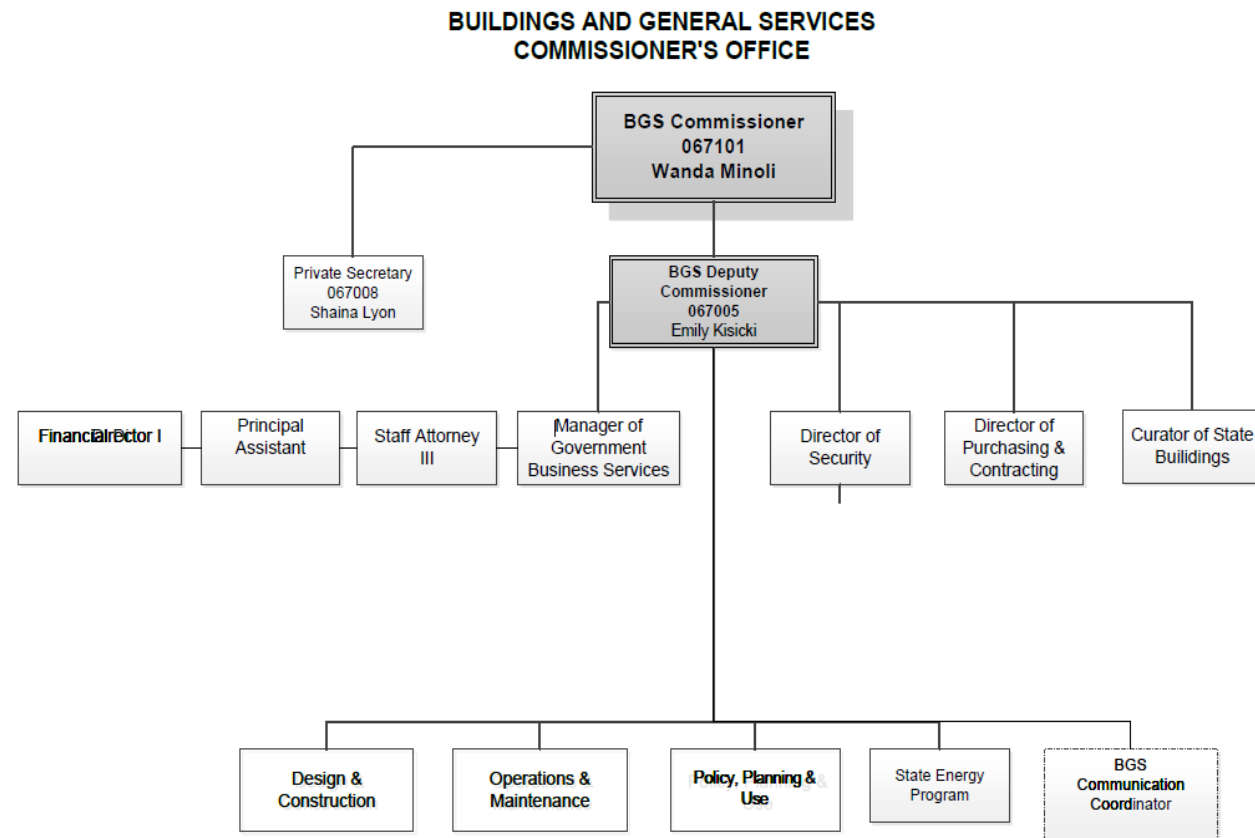
WANDA MINOLI, COMMISSIONER  
EMILY KISICKI, DEPUTY COMMISSIONER

# Department Overview

334 employees

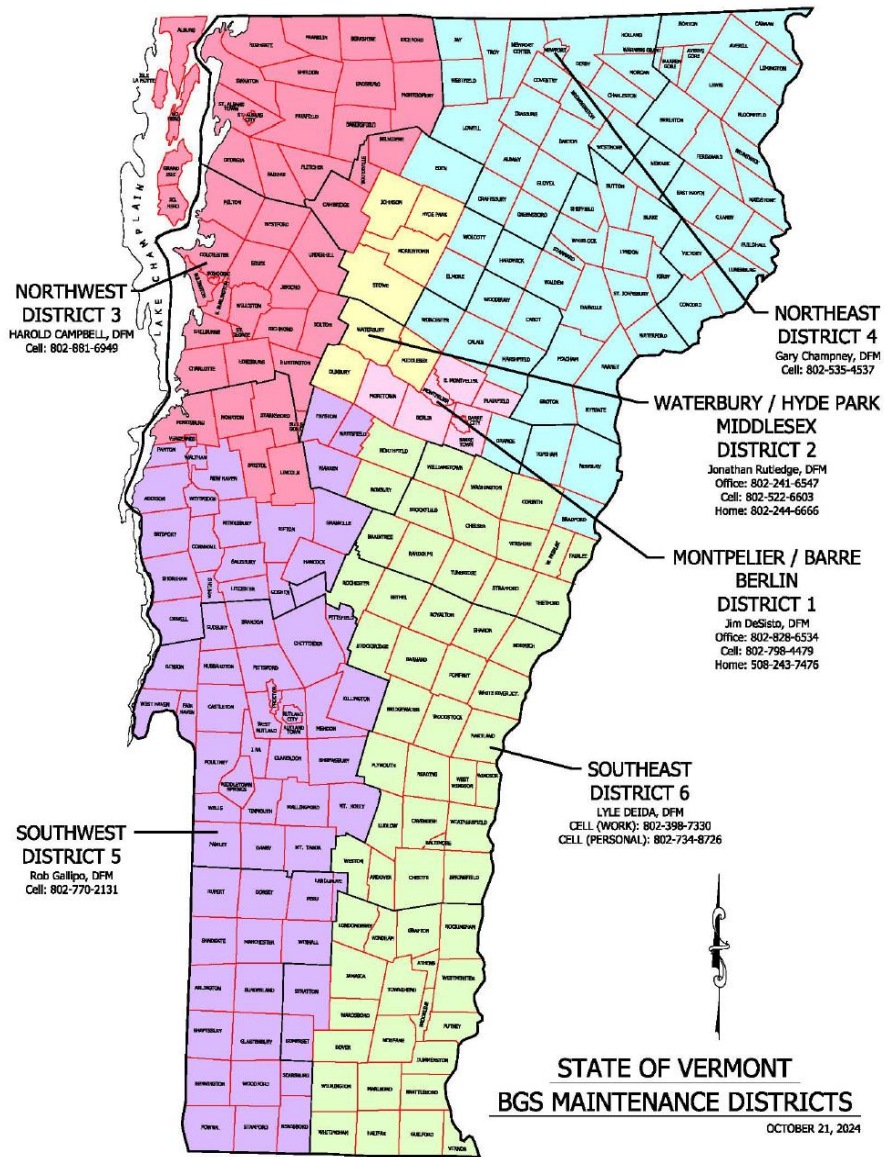
The Commissioner's Office:  
4 FTEs  
1 AAG

The Department of Buildings and General Services (BGS) is responsible for providing facilities and general services required for state agencies and departments to accomplish their missions. This includes partnerships with Vermont businesses.



# Operations and Maintenance

John Hebert, Director



- Operations & Maintenance (O&M) represents the largest portion of “boots on the ground” for BGS with 215 valued employees; this includes custodial, maintenance, grounds, Heat Plant, trades, supervisory, Project Management, and support staff.
- There are six Maintenance Districts, each with a manager and staff to cover the buildings assigned to the district.
- We operate and maintain 3 million square feet of state-owned building space and the associated grounds that support them.
- O&M works with High School Tech Centers and supports six paid intern positions who work and learn from our trade staff, for real “on the job” experience. This helps us build potential future employees in the trades.



70%

Work orders completed on time



49%

Preventative maintenance completed on time



12

Number of Building Related Issue Notifications (BRINS)

# Design and Construction Division

23 FTEs

Joe Aja, Director

- The Design & Construction Division (DCD) is responsible for planning, designing, constructing and renovating new and existing State-owned space.
- We assist other State Agencies that have jurisdiction over their own infrastructure, such as the Division for Historic Preservation, the Agency of Natural Resources, and the Agency of Transportation.
- Capital Appropriations
  - DCD administers the capital appropriations from planning to the design, construction and/or required renovations.
  - Funding for Major Maintenance Projects is a line item in the Capital Construction Bill. Major Maintenance Projects are unplanned work that requires immediate action to protect life and property, and to restore or repair failed or failing building components to its currently intended use. This includes preventing further damage, or to make it compliant with changes in laws, regulations, codes or standards.



**116**

Projects initiated



**64**

Projects completed



**\$33,300,000**

Capital expended

# Planning and Property Management

9 FTEs in PPM  
5 FTEs in Energy Office

Eric Pembroke, Director

- Planning and Property Management (PPM) is responsible for providing state agencies secure, comfortable, and efficient office spaces.
- Specializes in real estate strategy, energy management and reporting, leasing, property searches, acquisitions and sales, facility planning, and space assignments as well as all space and relocation requests.
- PPM offers planning services for owned properties, statewide spaces, and Request for Use of State Facilities (RUSF).
- Manages 94 leases across Vermont, including 866,948 square feet of office, storage, and mixed-use space.



31.4%

Percent of Lease Space Cost vs.  
Total Space Cost



22.8%

Percent of Lease Space  
vs Total Space



866,948

Total Square Footage  
of Lease Space

# Energy Office

## STATE ENERGY MANAGEMENT PROGRAM (SEMP)

## MUNICIPAL ENERGY RESILIENCE PROGRAM (MERP)

Established through Act 178 of 2014, SEMP seeks to reduce energy usage at state facilities through implementation of energy efficiency projects funded by internal revolving funds.

- Two revolving loan funds for energy efficiency projects
- 98 energy efficiency projects funded
- 30 electric vehicle charging stations installed by BGS and managed by SEMP staff

Extends the energy savings and resilience concept of the SEMP to municipalities.

Act 172 of 2022 allocated \$45M to provide energy assessments, assist with programming and technical issues, and to administer and distribute grants to covered municipalities.

- Implementation Grants: \$35.9M was granted to 126 municipalities in 2024 for projects including installing new heating systems to renewable or electric options, improving building efficiency, and enhancing energy infrastructure.
- Mini-grants: \$693,858 allocated to 175 municipalities across Vermont to support educational energy resiliency activities for communities.
- Energy Resilience Assessments: \$3.3M was appropriated to analyze the conditions of 531 municipal buildings, identify deficiencies, and educate municipalities on how and where they can reduce their usage/utility costs and generate high investment returns.



**\$219,839**

Taxpayer dollars saved from SEMP projects



**9%**

Percent of electrical usage provided by solar



**21,383**

MTCO2E for SEMP

# Office of Purchasing and Contracting

15 FTEs

Deborah Damore,  
Director

- The Office of Purchasing and Contracting (OPC) carries out all the procurement responsibilities as assigned to BGS.
- All purchases of goods/products, including fuel, supplies, materials and equipment for all State Agencies and Departments.
- OPC is responsible for administering solicitation, procurement and contracting, as set forth in Administrative Bulletin 3.5.
- OPC has centralized authority for:
  - Commodity purchases
  - Bid administration of technology projects
  - Oversight of some Statewide services (technology and non-technology)
  - Vertical construction procurements for BGS
  - Assists State Agencies and Departments as needed.



53%

Contracts available for use  
by cities and towns



1,358

Active contracts



48%

Contracts with Vermont vendors

# Office of Safety and Security

21 FTEs

Bill McSalis, Director

- Safety and Security's mission is to develop, coordinate, implement, and evaluate safety and security programs and related training in cooperation with all state organizations to ensure and maintain a safe and secure environment for all employees and visitors. Safety and Security is responsible for:
  - SOV-Alert – Distribution of building-related emergencies to SOV employees.
  - Threat mitigation – Threats, Notices Against Trespass, and Safety and Security Incident Reporting.
  - Emergency Procedures Plans (EPP) – Building specific plans, training, and drills for building-related emergencies.
  - Continuity of Operating Planning (COOP) – Plans for relocation, order of succession, essential functions and other critical concerns.
  - State Emergency Operations Center (SEOC) coordination – 80% of requests are addressed by BGS.
  - Environmental and Occupational Health and Safety – Air and water testing, VOSHA compliance audits such as respiratory protection, hazard communication, confined spaces, lockout/tagout, and bloodborne pathogens.
  - Electronic and physical security enhancements – 1,000 security cameras in state offices, badge readers, panic buttons, intrusion alarms, and lockout buttons at more than 130 state offices.
  - Training for CPR, Stop-the-bleed, de-escalation, and Active Threat Familiarization



1,244

Incidents Reported and Addressed



2,347

Executive branch employees trained on emergency procedures



500

Emoloyees trained on CPR/ and Stop the Bleed


















# Government Business Services

Deb Ferrell, Manager

Government Business Services (GBS) manages a wide variety of vital services to the efficient operation of state government, including:

- Management positions – 3 FTEs
- The State’s Postal Center – 10 FTEs
- Full-feature Print Shop – 11 FTEs
- Fleet Management Services – 9 FTEs
  - Provides centralized management and control of the State’s vehicles
  - Motor pool vehicles are provided at seven location throughout the State for short-term use.
  - 35% of fleet vehicles are either hybrid (HEV), plug-in (PHEV), or all-electric (AEV).
- Surplus Property – 2 FTEs
- Vermont Information Centers network – 28 FTEs
  - 15 Information Centers managed and operated by BGS across the state.

<b>GOVERNMENT BUSINESS SERVICES</b>	 <b>1,228</b> Vermont businesses promoted	 <b>2,509,491</b> Visitors per year - 15 locations	 <b>15</b> Montpelier Closed - 2023 Flood
<b>GOVERNMENT BUSINESS SERVICES</b>	 <b>637</b> Total Fleet Vehicles	 <b>91,097</b> Miles Traveled in 25 EV/PHEV Vehicles	 <b>4,701</b> Motor Pool Rental days billed
<b>GOVERNMENT BUSINESS SERVICES</b>	 <b>Mail Processed</b> 4.8 Million pieces outgoing 1.0 million pieces incoming	 <b>100%</b> Same day delivery of valid zip+4 mail	 <b>523,000</b> Pieces of pink mail processed
<b>GOVERNMENT BUSINESS SERVICES</b>	 <b>18</b> Million impressions per year	 <b>2.5</b> Average print job turnaround (days)	 <b>25,071</b> Transactional Print Jobs
<b>GOVERNMENT BUSINESS SERVICES</b>	 <b>376</b> Notice of Property for Disposal	 <b>\$1,313,873</b> Online Auction Sales	 <b>\$728,658</b> Live Auction Sales
<b>GOVERNMENT BUSINESS SERVICES</b>			

# State Curator's Office

2 FTEs

David Schutz, State Curator

Manages the ongoing care, conservation and interpretation of the historic Vermont State House and its collection of fine art, decorative art and historic furnishings.

The Office is also responsible for:

- Managing two gallery spaces in the Capitol District which rotate exhibitions of Vermont contemporary art: the Vermont Supreme Court Gallery in the lobby of the Supreme Court Building and the State House cafeteria.
- Tours of the State House to more than 150,000 visitors each year
- Maintenance and restoration projects undertaken at historic buildings owned by the State of Vermont
- Serves as advisor to the Commissioner of BGS, the Capitol Complex Commission, and the Art in State Buildings program.



**150,000**

Average Annual Visitors to the State House



**1,100**

Students taking civic-minded tours



**14**

Annual Art shows organized and curated by the Curator's Office



Thank you  
and look  
forward to  
working with  
you this  
biennium!

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QUESTIONS?