

TOWN OF SOUTHBOROUGH



OFFICE OF THE BOARD OF SELECTMEN

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CHARGE

TOWN OF SOUTHBOROUGH TOWN PROPERTY REVIEW COMMITTEE

TOWN PROPERTY REVIEW COMMITTEE

The Town Property Review Committee shall be made up of at least five (5) members, all appointed by the Board of Selectmen, as follows: Town Administrator, Facilities Director, and at least Three (3) Citizens-At-Large. The Citizen-At-Large positions shall be filled by residents of the community who are willing to volunteer their time in assisting with the study of existing Town-owned buildings and/or other real property, and helping to determine their future needs, use, and/or disposition, for further consideration by the Board of Selectmen.

CHARGE

The primary charge of the Town Property Review Committee is as follows:

- Review previous analysis and studies of town-owned buildings as conducted by previous iterations of the Municipal Buildings Committee, including but not limited to the report done by the Cecil Group in 2004;
- Prepare a Request for Proposals (RFP) to update the Cecil Group report. Scope should include all town-owned properties, including those that do not have buildings and/or are tax title properties;
- Request funding authorization from the Board of Selectmen for the RFP (likely funding source would be the engineering/consultant article approved at the 2015 Annual Town Meeting);
- Review proposals and make recommendation for bid award to the Board of Selectmen;
- Work with the selected vendor to update the study, including recommendations for each town-owned building, including operational and maintenance (O&M) needs, municipal use, and future disposition. Improvements to buildings should be included in the Town's capital plan and/or debt schedule planning, as may be applicable;

- Provide periodic updates to the Board of Selectmen, and solicit public input as necessary;
- Provide final report to the Board of Selectmen.

SCHEDULE

The Town Property Review Committee shall be appointed in June 2015, and shall perform the work as detailed in the charge in time for consideration at the April 11, 2016 town meeting. The Committee will be expected to provide periodic reports of their findings and recommendations to the Board of Selectmen during the Fall and Winter of 2015-16. It is the intention of this Board of Selectmen to maintain the Committee throughout the term of any recommendations that may be undertaken as a result of their work. Appointments will be for one-year terms.

APPROVED BY THE BOARD OF SELECTMEN
May 19, 2015