

# TOWN OF SOUTHBOROUGH



## OFFICE OF THE BOARD OF SELECTMEN

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
(508) 485-0710 · FAX (508) 480-0161 · selectmenoffice@southboroughma.com

### CHARGE (REVISED)

#### TOWN OF SOUTHBOROUGH PUBLIC SAFETY STUDY COMMITTEE

##### PUBLIC SAFETY STUDY COMMITTEE

The Public Safety Study Committee shall be made up of seven (7) members, all appointed by the Board of Selectmen, as follows: One (1) member of the Advisory Committee, and Six (6) Citizens-At-Large. The six (6) Citizen-At-Large positions shall be filled by residents of the community who are willing to volunteer their time in assisting with the study and evaluation of the existing Police and Fire buildings, and working with a consultant to develop design and cost options for our public safety facilities. The Board shall make every attempt to ensure that the membership is balanced between the various public safety interests. The Police Chief, Fire Chief, and Town Administrator shall act as ex-officio members of the Committee. As such, these positions will not count toward the quorum, nor will they have a vote on committee matters.

##### CHARGE

The primary charge of the Public Safety Study Committee is as follows:

1. Work with the Consultant to develop a specific site plan per the RFP that meets the functional and statutory requirements of the Police and Fire departments;
2. Develop a specific proposal or proposals to recommend to the Board of Selectmen;
3. Prepare a presentation for Town Meeting requesting funding for design and/or construction of a new facility, that falls within the budgetary guidelines and timeline established by the Board of Selectmen.

##### SCHEDULE

The Public Safety Study Committee was appointed in February 2015, and has worked diligently to complete the initial committee charge as defined by the Board of Selectmen. The Committee will be expected to provide a recommendation to the Board of Selectmen in January 2016, once the requested work of the consultant has concluded. Should the Town be successful in obtaining funding for the design and/or construction of the project at the April 2016 town meeting, the Committee charge will again need to be reviewed by the Board of Selectmen. It is the present intention of this Board of Selectmen to maintain the committee throughout the term of any building project that may be undertaken as a result of their work. Appointments will be for one year terms.

**Dated: October 6, 2015**

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### CHARGE

## TOWN OF SOUTHBOROUGH SIDEWALK CONSTRUCTION RECOMMENDATION COMMITTEE

### SIDEWALK CONSTRUCTION RECOMMENDATION COMMITTEE

The Sidewalk Construction Recommendation Committee shall be made up of seven (7) members, six (6) to be appointed by the Board of Selectmen, as follows:

- Recreation Director
- One (1) Public Safety Official
- One (1) member of the Public Works Planning Board
- One (1) member of the Council on Aging
- Two (2) Citizens-At-Large [residents willing to volunteer assisting with prioritizing streets that need sidewalks]
- One (1) member of the Southborough School System, appointed by the School Superintendent
- DPW Superintendent [Ex-officio]

### CHARGE

The primary charge of the Sidewalk Construction Recommendation Committee is as follows:

- Review plans of the Town that indicate “through” streets and sidewalk locations.
- Develop a list of walking destinations
- Create a list of streets where sidewalks would be utilized using the destination list
- Develop a list of criteria to prioritize the need for sidewalks
- Prioritize the list of streets based on the criteria developed so the DPW can work toward funding and constructing the priority sidewalks

### SCHEDULE

The Sidewalk Construction Recommendation Committee shall be appointed in September 2015, and shall perform the work as detailed in the charge three months from the date of appointment by the Board of Selectmen. The Committee will develop the priority list which will be posted on the DPW’s web page. Appointments will be for 3 month terms.

**Approved:      September 1, 2015**