

Public Safety Complex Building Committee Charge

Membership

- The Committee shall consist of 9 members, consisting of an Advisory Committee representative, Board of Selectmen representative and 7 at-large representatives of the community;
- Ex-officio members [who shall not count towards a quorum] will include the Town Administrator, Fire Chief and Police Chief;
- Members will be appointed by the Board of Selectmen at a duly posted public meeting following the advertisement for interest in serving on the committee;
- Appointed committee members must be sworn in by the Town Clerk's Office according to pertinent town by-laws;

Term and Organization

- The terms of office shall be for one-year terms ending June 30, and shall continue for the duration of the project and/or until the committee is discharged;
- The Committee shall report to the Board of Selectmen as required;
- The Committee shall elect its own Chair, Vice Chair and Clerk and shall establish a regular meeting schedule. All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable Open Meeting Law and Public Record statutes;
- The Committee shall not have a direct budget of their own, but may request funds for specific purposes through the town meeting process;
- Use of engineering or other available funds shall be at the discretion of the Town Administrator;
- Members shall serve without financial compensation.

Duties

- The Committee shall focus on the site as approved at the March 8, 2017 Special Town Meeting;
- The Committee shall work to implement the collaborative approach with neighboring parcels, including Woodward School and the former St. Mark's Golf Course, as adopted by the St. Mark's Golf Course Master Plan Committee, and further supported by the Public Safety Study Committee and Town Meeting;
- The Committee shall create biddable building plans to incorporate the Police, Fire, Ambulance, Dispatch and Emergency Management Departments, pursuant to MGL Chapter 30B procurement regulations, including but not limited to the engagement of a project designer/engineer, Owner's Project Manager (OPM), and Clerk-of-the-Works (COW). The Board of Selectmen shall be the awarding authority for any and all procurements recommended by the Committee;

- The Committee shall communicate with town departments and officials as needed [i.e. Inspectional Departments, Town Administrator, permitting boards, etc.]

DRAFT