

## **Buildings Committee Charge Bylaw**

**Section 1. Role:** The role of the Shutesbury Buildings Committee is to advise and assist the Town on financial estimates, design, and supervision of construction (including repair, reconstruction, alteration, or enlargement) of municipal building projects. The committee will work with the Town Administrator, Town Committees, and Town Departments on proposed building and renovation projects and the ongoing maintenance of town buildings.

**Section 2. Membership:** The Shutesbury Buildings Committee shall consist of five regular voting members. The composition of the Committee shall include, to the extent possible, one registered, or retired architect, one licensed, or retired engineer, one licensed builder experienced in commercial construction, two others familiar with the building trades and facilities maintenance. All members shall be residents of the Town of Shutesbury. All members shall be appointed by the Select Board with a selection process that includes public solicitation of interested persons. Any interviews of applicants shall be conducted in open sessions during a meeting of the Select Board. The Town Administrator will be an ex-officio member of the committee, and will oversee procurement and ensure state procurement laws are followed at all times.

**Section 3. Term:** Members shall be appointed for alternating three-year terms and will serve until a successor has been appointed and qualified. The initial appointments shall be staggered for one, two, and three years. If there is a vacancy it shall be filled for the remainder of the unexpired term. A member absent from one third of the meetings in any fiscal year of her/his term may be removed by a majority vote of the Committee after due notice to that member of the impending removal action.

**Section 4 Capital Projects:** Capital projects whose projected budget is in excess of \$500,000 will be assigned their own separate building committee with appointments jointly made by the Selectboard and the town department responsible for the capital project. One or two members of the building committee shall be designated by the Selectboard to serve on a project-specific building committee.

**Section 5 Building Committee Responsibilities:** The building committee is responsible for overseeing the design and construction, in cooperation with the *Proposing Body* (Town Departments, Town Committees and Boards) of all projects within its jurisdiction including:

- A.** For Projects that include design and/or engineering:
- the designer selection process for the solicitation, evaluation and recommendation of a project designer, in compliance with the MA General Laws
  - schematic design, design development production of construction documents, public construction bidding, in compliance with the General Laws
  - contract award recommendation in compliance with the MA General Laws
  - construction administration in compliance with the MA General Laws.
  - All projects shall be developed in a manner consistent with the project goals and physical requirements established by the *Proposing Body* (Town Departments, Town Committees and Boards) and the applicable provisions of the MA General Laws.
  - The Town Administrator shall coordinate award and execution of all designer services contracts and construction contracts with the Selectboard.
- B.** For Projects that do not include design and/or engineering
- Write up scope of work for repairs in cooperation with the *Proposing Body* (Town Departments, Town Committees and Boards) to meet the Proposing Body's project goals and physical requirements.

- Use best procurement practices to solicit bids from contractors and suppliers for repairs.
- The Town Administrator shall coordinate award and execution of all designer services contracts and construction contracts with the Selectboard.

**C.** Assess all town buildings and develop a capital needs assessment including a timetable and budget that will serve as the guide for future rehabilitation/renovations and will assess the following for all town buildings as follows:

- Overall Condition & Condition of its Infrastructure
- Disaster Resistance & Preparedness
- Use of Green Technologies
- Communications & Information Systems Technologies
- Performance & Sustainability
- Capital Improvements Options & Investments (Repair, Replace, Renovate, etc.)

**D.** Engage construction, engineering and other consultants through the Town Administrator's Office, as needed and subject to appropriation. Manage the Town's Building Maintenance and Repair Fund that is established by Town Meeting vote for repairs that are under \$10,000 and cannot wait for a Town Meeting vote.