

## Boxborough Building Committee

### CHARGE – REVISED 9.12.2022

#### A. BACKGROUND

In light of several key developments, the charge to the Boxborough Building Committee, approved Jan 19, 2020 was adopted to supersede that approved by the Boxborough Select Board in September, 2016; namely:

- a. Upon recommendation of the Building Committee, in February 2018, Town Meeting did vote to approve funds to purchase and renovate the building and property at 873 Massachusetts Avenue to serve as a new DPW facility, which is now occupied and in service. The Building Committee has completed its work for a DPW facility.
- b. After diligent search and evaluation of potential sites for Police and Fire Department facilities along Massachusetts Avenue the Building Committee concluded there were no suitable or viable candidates to pursue in timely fashion with acceptable economics.
- c. The Boxborough Housing Board has indicated it would support development of the parcel(s) at 72 Stow Road for municipal purposes, including public safety facilities, provided the town's strategic interests and Trust Fund for affordable housing are protected.
- d. There is a perceived need for an expanded community center, meeting rooms and recreational facilities.

The revision approved Sept 12, 2022 modifies some membership requirements.

The committee shall continue to be named as the Boxborough Building Committee but will operate under this revised charge.

#### B. MEMBERSHIP

The Boxborough Select Board ("Board") shall expand the existing Boxborough Building Committee (hereinafter referred to as the "BBC") to be comprised of a minimum of nine (9) members, preferably odd in number, who shall be individuals residing in and being registered voters of the Town of Boxborough. Each member shall have one vote. A quorum shall consist of half the appointed members plus one (1). The Board shall appoint at least one member each from the Select Board and the Finance Committee (FinCom). The Board may appoint one additional member each from the Select Board and Finance Committee. The BBC shall elect a Board member as chair, and a FinCom member as vice-chair. The chair shall be responsible for scheduling and conducting meetings, setting the agenda, and ensuring that minutes are taken. If the chair is absent or unable, the vice-chair shall perform these duties.

Currently serving members shall have the option for re-appointment. Upon recommendation of the cognizant boards, the Select Board shall endeavor to appoint members who respectively are qualified to represent the Planning Board, Board of Health, Council on Aging, Recreation Committee, Housing Board, and Sustainability Committee. The Select Board shall also appoint at least two Boxborough residents as Members at-Large, provided that no town board other than the Select Board and Finance Committee shall have two votes.

The Select Board shall consider, but is not required, to appoint individuals who, by reason of their current or prior background in such fields as construction, architecture, engineering, or other relevant experience, have special knowledge and skills to assist the BBC in consulting with architects, obtaining plans, specifications, costs and project oversight for the construction of municipal buildings.

*BSB Approved 1.19.2020*

*Revised 10.05.2020*

*Adopted as amended 9.12.2022*

The Building Inspector, The Town Administrator, Police Chief, Fire Chief, and other non-residents may, at the discretion of the Board, serve as non-voting advisors to the BBC. Members of the BBC shall serve for the duration of the project.

### **C. CHARGE**

The BBC shall work with the Town Administrator to solicit designs and oversee the construction of a Fire Station, Police Station, and Dispatch Center, or combined public safety facility. The committee shall focus first on the town property at 72 Stow Road but may consider other suitable property that may become timely available. The overall site plan and facility designs shall anticipate and allow for the eventual inclusion of space for a community center, town meeting rooms and selected recreational facilities that is well integrated within an overall site plan for water, septic, parking, traffic flow and landscaping.

The BBC shall report to the Select Board and shall manage and oversee the performance of consultants, contractors and project managers, providing progress reports monthly or more frequently as warranted. The BBC shall recommend the best path to execution and construction taking into account the economics (cost) and schedule of possible alternatives. If economics or other factors favor a phased construction approach, the first priority shall be for a fire station with space for an emergency operations center. The second priority shall be a Police Station. The BBC shall make specific, detailed recommendations to the Select Board and Town Meeting including cost projections for new municipal facilities to meet the needs of the Town of Boxborough.

The BBC shall be responsible for reviewing previous studies for a public safety facility, and gathering input from the Fire and Police Chiefs, citizens, boards, stakeholders and potential users to assess and document needs. The committee shall work with the Town Administrator to hire consultants to advise on the development of Request for Qualifications for Owner's Project Manager (OPM) and Project Designer (Architect). The BBC shall review conceptual and finished designs; acting in an advisory capacity to the Select Board.

### **D. CONDUCT**

All meetings are to be held in a public location, properly posted and open to the public in accordance with the Massachusetts Open Meeting Law. In accordance with guidance from the Attorney General, minutes of each meeting shall be approved by the BBC within three meetings or 30 days, whichever is later, and posted on the Town's website. Members are individually responsible for complying with the Conflict of Interest Law.

#### **Notes on 9.12.2022 revisions**

The Select Board and Finance Committee shall each have a member. A second member is allowed but not mandated.

Election of a Select Board member as chair and a FinCom member as vice-chair as before.

Representation of other boards is not prescriptive ("endeavor to," not "shall"). So:

- The BOH may designate and recommend an agent for appointment.
- The Planning Board may designate and recommend a PB alternate for appointment.
- Designees must be qualified, have relevant standing, as determined by Select Board.