

# Fire Station Building Committee

## CHARTER

### **A. BACKGROUND**

For approximately the past 10 years, the 13-member Boxborough Building Committee (BBC) has met regularly, led in the procurement of numerous studies, surveys, and space needs analyses, and laid the groundwork for the future of a new fire station. At this time, with the Town on the precipice of designing and building a new Fire Station, the Select Board has decided it is time to have a smaller committee with a more focused charter to specifically oversee the site selection, development of program requirements to oversee design, construct, and deliver the new Fire Station.

### **B. MEMBERSHIP**

The Boxborough Select Board ("Board") shall appoint seven (7) voting members to the Fire Station Building Committee (hereinafter referred to as the "FSBC"), including one (1) Select Board member and one (1) Finance Committee member. A quorum shall consist of a majority of the appointed members. A committee chair, vice-chair and clerk shall be elected from within the committee membership. 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.

Committee members shall be individuals residing in the Town of Boxborough. Each member will have one vote. A primary consideration by the Select Board in appointing members to the FSBC will be that individuals are willing to commit a minimum of ten (10) hours or more per month, as needed to committee work, including two (2) meetings per month, plus individual meeting preparation/reading, and public engagement throughout the project, for at least the next three (3) years through building construction, delivery and completion of all contractual obligations. Other critical considerations by the Select Board in appointing members to the FSBC will be that individuals are team-oriented, and that the overall composition of the committee is representative of the community and diverse in nature to best ensure balance of perspectives in looking at the whole project throughout its lifecycle. Committee appointments will be for a three (3) year initial term, and may be extended by the Select Board for one (1) year at a time, as needed.

The Town Administrator, Fire Chief, Finance Director, and other non-residents may, at the discretion of the FSBC, serve as non-voting advisors to the FSBC. The intention is for members of the FSBC to serve for the duration of the project.

### **C. CHARGE**

The FSBC shall represent the Select Board, working with the Town Administrator and Fire Chief, and be the reporting authority for the Owners Project Manager (OPM). The OPM will be hired pursuant to a vote of the Select Board, following ranking of applicants and recommendation by the FSBC.

The FSBC shall report to the Select Board and shall oversee the performance of the OPM. Based on input from the OPM, the FSBC shall recommend to the Select Board and the Town, the best path for the delivery of a new Fire Station. The FSBC shall make specific, detailed recommendations to the Select Board and Town Meeting, including ranked recommendation of viable sites, supported by comparative factors, cost projections, design, and project schedule, to meet the needs of the Town of Boxborough.

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Select Board approved 8/5/2024 Revision 1

The FSBC shall be responsible for reviewing previous studies and gathering input from the Fire Chief, as well as performing public engagement, throughout the project, with residents, and stakeholders. The FSBC shall review all cost estimates, conceptual and finished designs; acting in an advisory capacity to the Select Board. The FSBC shall develop project financial procedures and present them to the Select Board for approval, within 60 days of committee appointments.

#### **D. MEETINGS AND COMPLIANCE WITH MASSACHUSETTS GENERAL LAW**

All meetings will be held in accordance with the Massachusetts Open Meeting Law. Meetings may be held in-person, virtually or in a hybrid combination, in accordance with the decision of the FSBC. Likewise, the meeting dates, times and schedule will be decided and publicly posted by the FSBC. Members are individually responsible for complying with the Massachusetts Conflict of Interest Law.