

Municipal Building Committee

Approved 8.2.2011

Revised 1.10.2012

Committee Charge

The Building Committee shall develop schematic design plans:

- For the renovation of Town Hall to serve town government offices, meeting space, civic and community space, and other uses as appropriate.
- For the renovation and expansion of the Hildreth House to continue as the center for senior life.

During the phase of developing schematic design plans, the committee may use the appropriated \$185k of funding to retain the necessary professional services required to fulfill this charge, including but not limited to architectural, structural engineering, mechanical, electrical and plumbing engineering, civil engineering, owner's project manager, legal services, and cost estimating.

Schedule

- MBC will report to the Capital Planning & Investment Committee, Finance Committee and Board of Selectmen in January 2012
- The design and construction schedule will be determined no later than October 18^h in conjunction with Capital Planning & Investment Committee, MBC, Finance Committee, and Board of Selectmen.

Responsibilities of the BoS

To be responsible for inter-committee coordination amongst the BoS, Finance Committee, CPIC, and MBC for the following activities:

- To review initial findings, issues, and opportunities;
- To define evaluation criteria and alternatives to be tested;
- To hold a follow-up meeting approximately 8-10 weeks after the above to review alternatives vis a vis earlier-established evaluation criteria;
- To select a preferred alternative;
- To hold a follow-up meeting approximately 8 weeks after the above to review the MBC presentation and discussion of final schematic designs;
- To determine ATM 2012 funding request;

Background Materials

Background materials for committee members and contracted professionals will include:

- MBC Final Report (February 2011)
- Statement of Intent: Town Center Municipal Buildings Strategy
- MBC Response to the Capital Investment Committee's questions (A-I).

Building Committee Membership and Liaisons

The Committee shall be comprised of five voting members:

- Chair or co-Chairs: experience managing a building committee
- Architect: experience with historic buildings
- Civil engineer: experience with site issues
- Contractor: experience with similar projects
- Financing expert: experience in working with town finance department, Finance Committee and CPIC

Liaisons/representatives (a member of the Committee above who also serves on one of the other below listed entities shall serve in the capacity below):

- Member for Town Hall/Town government: understands program needs and sources for outside funding
- Member for CoA/Senior Center: understands program needs and sources for outside funding
- Board of Selectmen (2)
- Capital Planning and Investment Committee
- Finance Committee
- HEAC
- Community Preservation Committee
- Friends of the CoA/Hildreth House
- Historic Commission