

## **TOWN CENTER SEWER BUILDING COMMITTEE**

*Approved 4/28/2009*

- Mission:** The Town Center Sewer Building Committee (TCSBC) shall be responsible for all activity related to implementation of the town center sewer project from acceptance at the annual Town Meeting through completion of construction.
- Membership:** The Town Center Sewer Building Committee will be comprised of nine (9) members consisting of four (4) non-voting members which shall be the Town Administrator, Finance Director, a member of the Board of Health and a member of the Water Commission, and five (5) voting members as follows: five citizens-at-large, of which two may be owners of real property within the Waste Water/Sewer District. All voting members shall be registered voters of the Town of Harvard. All appointments shall be made by the Board of Selectmen.
- Term of Appointment:** Each voting member shall serve, one year term that begins June 1, 2009 and expires June 30 of the following year. Each voting member is eligible for reappointment during the construction of the Town Center Sewer system. Once the system is fully constructed and the finances for the project have been secured, then the committee will disbanded upon the direction of the Board of Selectmen.
- Selection Process:** Request for membership shall be made at the first Selectmen's meeting following the May 5, 2009 election and appointments made in accordance with the Selectmen's appointment process. Two members who are owners of real property within the Wastewater District shall be nominated and recommended to the Selectmen for appointment by a caucus of owners of real property residing within the Wastewater District.
- Responsibility:** The TCSBC shall develop, supervise and direct all Requests for Proposals and all contracts for professional assistance related to the design, permitting and construction of an extension of a public sewer located within the town center as defined by the map that has been accepted by the annual Town Meeting on May 2, 2009. All contracts for services shall be reviewed and approved by the Board of Selectmen and executed by the town Administrator under the advisement of the Town Finance Director acting as the town's Procurement Officer.

Reporting: The TCSBC shall make regular reports to the Board of Selectmen, and shall properly post their meetings and maintain meeting minutes in accordance with the provisions of the Open Meeting Law