

Charter for the 2015 Town Hall Committee

The Board of Selectmen hereby establishes the 2015 Town Hall Committee.

Purpose:

The purpose of the 2015 Town Hall Committee is to assist the Board of Selectmen in two aspects of the facility:

1. securing the building's external envelope based on recent consultant studies and appropriated funds
2. determining a plan to improve Town Hall such that it will better serve the town's needs over the next twenty years. In addition, it is intended that these improvements will bring Town Hall up to the current building code. [The intent of the Board is to bring a recommendation and ballot question to the May 2015 Town Meeting.]

Of these two purposes, securing the external building envelope is the Committee's first priority.

Approach:

In securing the building envelope, the Committee will assist the Town in setting priorities, evaluating proposals and monitoring contractor work all while ensuring the building does not lose its certificate of occupancy [that is, the activities do not necessitate an upgrade of the entire building to current building codes.]

Membership:

Board of Selectmen will appoint to the Committee five to nine members representing a cross section of the town's interests including residents with design and/or construction experience. Appointment terms will be for one year beginning January 1st of each year.

Activities – Building Envelope:

In securing the building's envelope, the Committee will:

1. Based on the consultant's report and the experience of the Committee's members, identify priorities considering the building's conditions, estimated costs, and appropriated funds.
2. Based on the priorities, develop a plan including a project list and schedule.
3. Present the plan to the Board for approval.
4. Assist the town in reviewing and/or preparing bid requests.
5. Advise the town in evaluating bid responses.
6. Assist the town in monitoring contractor activities and progress.
7. Recommend and/or evaluate any change orders.

Activities – Improve Town Hall:

In the first phase of the plan to improve Town Hall, the Committee will:

1. Review the various reports and plans developed for the Town Hall facility over the past decade
2. Identify modifications to the prior plans in order to address current conditions and assumed needs over the next twenty years.
3. Consolidate the information from steps 1 and 2 into a vision for Town Hall including, if appropriate, alternatives.
4. Develop an efficient and cost-effective plan for the renovation of Town Hall in order to meet the needs identified in the vision
5. Make recommendations concerning the participation of outside professionals
6. Develop an overall plan with project phases, dates and estimates costs
7. In preparation for the 2015 Annual Town Meeting, present the vision with estimated costs to the Town

General:

1. Conduct periodic public informational sessions to gather comment and input
2. Serve as the center of communications relative to the Town Hall project, keeping Town leaders, project constituents, and local residents informed as appropriate
3. Secure approvals from Town governance as necessary
4. Investigate funding sources