

## Municipal Building Committee – Committee Charter

APPROVED – November 10, 2014

**Ad Hoc Committee.** The Municipal Building Committee is an ad hoc committee created by and answerable to the Board of Selectmen. It shall operate until completion of the new Police Station and Connector Road between Ridge Road and Route One, or until terminated by vote of the Board of Selectmen.

**Membership.** The Committee shall be comprised of 7 voting members, which shall include 6 at-large members appointed by the Board of Selectmen, one member of the Budget Committee appointed by the Budget Committee, and one ex-officio (non-voting) member of the Board of Selectmen appointed by the Board of Selectmen. A quorum for purposes of voting shall require a minimum of 4 members present and voting, and decisions shall be by majority vote.

**Meetings.** All meetings of the Committee shall be broadcast on Channel 3, and minutes shall be taken in accordance with Roberts Rules of Order. Minutes shall be provided to the Town Clerk upon approval by the Committee.

**Scope of Responsibilities.** The Committee shall advise the Board of Selectmen with respect to completion of two construction projects, the Police Station Project and the Connector Road Project, and with respect to related matters (such as implementation of work associated with the agreement with Mr. Cragin) as are required to complete these two projects. Further, the Committee shall supervise construction of the Police Station as required by the Town of York Home Rule Charter.

**Project Goal.** It is the goal of the Town to complete the Police Station and Connector Road projects successfully, within approved budgets, in a manner that results in full compliance with all applicable laws. Within this overall goal, there are two objectives listed in the order of importance:

**Objective #1.** The first goal of the Committee is to help ensure completion of a new Police Station, communications tower, and the connector road to Ridge Road. Success will be determined by receipt of an Occupancy Permit for the building, establishment of a new communications system, satisfaction of the Maine DEP and US Army Corps of Engineers with regard to correction of past violations, and completion of all related matters located easterly of road station 33+50 (just past the end of the sewer line), including the property exchange with Mr. Cragin.

**Objective #2.** The second goal of the Committee is to help ensure completion of a new connector road from the Police Station westerly to Route One. Success will be determined by the opening of a

road to the public between Ridge Road and Route One, and completion of all related matters located westerly of road station 33+50.

**Duties.** The Committee shall:

1. Become familiar with the plans, permits, approvals and past violations associated with this project.
2. Develop an understanding of the project budgets and project costs.
3. Advise the Board of Selectmen through the process of getting the projects under contract, and as necessary, recommend to the Board of Selectmen modifications necessary to complete the projects within the limits of approved budgets.
4. Serve as the Town's liaison with the design consultants.
5. Solicit any decisions of the Board necessary to successfully complete the projects. At a minimum, the Board of Selectmen shall be required to approve in advance:
  - a. Submittal of an application for a building permit for the Police Station and accessory buildings.
  - b. Submittal of an application for a building permit for the Police Station Communications Tower, and for any subsequent telecommunications co-locations on this tower.
  - c. Submittal to any local, state or federal entity for a permit or approval, or modification of a permit or approval.
6. Implement the decisions of the Board of Selectmen with regard to these projects.
7. Supervise the clerk of the works with regard to construction of the Police Station buildings and site.
8. Supervise the person or firm that monitors construction of the connector road.
9. At least once a month, report to the Board of Selectmen about the physical and budget status of each project.

**Modification of Committee Charter.** Any time after the formation, the Committee may propose to the Board of Selectmen any modification of its Charter believed necessary to enhance the ability to achieve the above-stated project goal. The Board of Selectmen may accept, modify or reject proposed changes.