



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
SELECTBOARD**

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BPW Building Committee Charter

Purpose

The Selectboard has established a Building Committee to assist the Board with completing the Brookline Public Works Facility as approved at the 2021 town meeting.

Organization

The Committee shall consist of permanent members appointed by the Selectboard. Additional (ad hoc) members with particular areas of expertise may join the committee at various points during the project, at the discretion of the committee. The Committee membership will consist of:

- Voting members:
 - Selectboard representative
 - Finance Committee representative
 - BPW Director
 - Town Administrator
 - One at-large representative
- Non-voting members:
 - Architect
 - Construction manager
 - Civil engineer

Additionally, the Committee may appoint an independent Acceptance Sub-Committee for the purposes of reviewing the delivered construction phases for acceptance as complete and in accordance with the plans. The Acceptance Sub-Committee may also be charged, instead of the entire Committee, with the review and approval of invoices for payment by the Selectboard.

The committee has a budget of \$10,000 for “outside services” and \$10,000 for “furnishing, equipment and utilities”, if needed. Bond proceeds may be sufficient for the committee’s work. Any expenses shall comply with the Purchasing Policy. All meetings will be posted, open to the public, and have summary minutes recorded consistent with RSA 91-A.

Scope

The Committee will function in a project oversight capacity to monitor the timely completion of the construction project, to ensure that the completed project meets the scope approved by the voters, and to ensure that the project meets the overall project budget. The Committee will also:

1. Oversee the process of applying for a bond anticipation note (BAN) and bond financing in timely manner; coordinate with bond counsel
2. Confirm that all needed bond(s), builder's risk, and other insurance is in place
3. Work with the construction manager and building inspector to develop a program for inspection and approval of appropriate project stages
4. Develop and monitor a project schedule; regularly update Selectboard on progress versus schedule
5. Make regular site visits to review progress
6. Track project expenses against budget and provide the Selectboard with costing and contingency updates with each request for monthly payments
7. Make project-based decisions on behalf of the Selectboard within limits as set by this charter
 - a. Committee may approve expense decisions up to \$15,000
 - b. Construction line item changes (increase or decrease) exceeding \$15,000 shall require approval of the Selectboard
 - c. Total project costs will not exceed \$2.67 million
8. Compile punch list and confirm all items addressed in timely fashion
9. Review and approve project at completion; recommend Selectboard accept project completion
10. Other items as may be delegated by the Selectboard

Administration

The Committee will be dissolved by the Selectboard following the final acceptance of the completed project.

Charter adopted by the Selectboard on April 5, 2021.

Drew Kellner

Brendan Denehy

Eddie Arnold

Dana Ketchen

Steve Russo