



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

Tel: (508) 349-7004 Fax: (508) 349-5505

Date: August 22, 2023; Revised February 13, 2024; Revised June 10, 2025

From: Select Board

To: Ad Hoc Building Committee

Re: Revised Charge

In accordance with the Truro Town Charter, Chapter 6-4-4, the Select Board voted to appoint the Ad Hoc Building Committee for the Future Public Works Facility on August 22, 2023; Revised February 13, 2024; Revised June 10, 2025.

AD HOC BUILDING COMMITTEE – FOR THE FUTURE PUBLIC WORKS FACILITY – Phase II

The Select Board hereby revises the charge of the Ad Hoc Building Committee for the Future Public Works Facility (AHBC) to advance the design, community engagement, funding preparations and construction for the proposed Department of Public Works facility, building upon the groundwork completed by the AHBC since its inception on August 22, 2023.

The Committee shall have five (5) members and one (1) alternate member appointed by the Select Board for a definite period of time, not to exceed two years. The Committee will include one member of the Energy Committee, and four at-large members where the Select Board shall make every effort to appoint at least two members with professional construction, project management and or architectural expertise. Should the Ad Hoc Building Committee not achieve their charge and purpose for which they were created, they may be reappointed for additional one-year periods until the project is complete. The Committee shall function in conformance with the Town Charter.

The Committee shall work closely with the Town Manager, DPW Director, and any contracted engineering or architectural firms to perform the following duties:

Review Schematic and Final Designs

- Review the new design and construction plans for the DPW facility
- Advocate for the incorporation of cost-effective improvements in energy and water conservation, consistent with the Town's sustainability goals
- Assist the Town staff with a formal recommendation to the Select Board regarding the final design, implementation and construction of the DPW facility

Community Engagement

- Coordinate with staff and other stakeholders to educate and engage the public, including holding community forums and preparing informational materials regarding the project's goals, scope, and benefits

- Assist in addressing design and construction-related concerns from residents or stakeholders and communicate updates to the public as needed

Procurement Support

- Provide advice and guidance in the development of a Request for Proposals (RFP) for construction services in accordance with State procurement laws
- Provide input during the selection process and support procurement decisions as needed

Town Meeting Preparation

- Work with staff, the Select Board, and appropriate town committees to prepare a Town Meeting warrant article seeking borrowing authorization for the engineering and construction costs
- Provide reports, presentations, and recommendations in support of the article

Advisory Role During the Construction Phase

- Maintain regular communication with the Town Manager and/or DPW Director to stay informed on progress and emerging issues
- Ensure that the final construction aligns with the Town's energy and sustainability objectives as outlined in the construction phase
- Provide advice and recommendations to the Select Board throughout the construction process, especially in response to significant project milestones, change orders, issues and cost implications, or decisions requiring Town input

Ongoing Oversight and Reporting

- Meet at least monthly, or more frequently (if deemed necessary by the OPM, Town staff and committee members), to carry out its responsibilities
- Assign a Chair and Vice-Chair to the Committee
- Communication from the Committee to the staff should be directed through the Committee chair.
- Submit regular progress reports to the Select Board and respond to requests for advice or updates on specific project milestones
- Provide an annual report in time for inclusion in the Town's Capital Improvement Plan (CIP) and budgeting process

The Committee shall function in accordance with the Town Charter, Open Meeting Law, Conflict of Interest Laws, and other applicable municipal policies.

The Select Board may appoint liaisons from the Board itself or other Town entities pursuant to Policy 34: Select Board Liaison Policy. Liaisons shall serve in a non-voting capacity, acting as conduits of communication between their respective boards and the Committee.



Susan Areson, Chair



Nancy Medoff, Clerk



Susan Girard-Irwin, Vice-Chair



Stephanie Rein

Select Board
Town of Truro



John Dundas