



# TOWN OF TRURO

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Date: May 25, 2005, revised May 24, 2011  
From: Board of Selectmen  
To: Town Building Committee  
Re: Revised Charge

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In accordance with the Truro Town Charter, Chapter 6-4-4, the Board of Selectmen has voted to reconstitute the Town Building Committee and revise the Town Building Committee Charge as approved under Article 24 of ATM held April 13, 1994, and previously amended on August 14, 1996, November 4, 1997, November 21, 2000, March 2, 2002, and May 21, 2003:

## TOWN BUILDING COMMITTEE

### Standing Building Committee

The Committee shall have 5 members and one alternate member appointed by the Board of Selectmen to staggered 3-year terms. The Board of Selectmen shall make every effort to appoint at least two members with professional construction expertise. The Committee shall function in conformance with the Town Charter.

The Committee will meet as needed to perform its functions. The Committee will meet at least annually or as requested. The Committee shall meet with the Town Administrator (as an ex officio member of the Committee) or the Town Administrator's designee and the appropriate Town Department Heads and other Town stakeholder Committees to:

- a) discuss the current condition of the various Town-owned buildings,
- b) review any Department Head's request for renovation, expansion and/or new construction,
- c) identify the specific needs/requirements, specifications, estimated costs and project time-frame associated with each proposed project,
- d) incorporate into each project those cost-saving improvements in the areas of energy and water conservation as are appropriate,
- e) if so authorized by the Selectmen, seek the professional advice of consultants to aid the Committee in its review of each proposed project,
- f) and make recommendations to the Board of Selectmen as to the potential future use of vacant Town-owned properties.

The Committee will provide its findings and recommendations to the Board of Selectmen annually, or, with regards to a specific project, as requested. The annual report shall be presented in a timely manner to allow the Selectmen to include those aspects of the Committee's findings that the Selectmen deem appropriate in the annual update of Truro's Capital Improvement Plan (CIP).

In addition to the above general duties, the Board requests that the Committee conduct a needs assessment for the purpose of evaluating the requirements of the Department of Public Works for a future facility to be located north of and adjacent to the Truro Transfer Station. The evaluation should include storage units for both equipment and materials, hazardous materials and waste management, locker room, showers and restroom facilities. It is important that all units be as energy efficient as possible. Therefore, it is recommended that the Committee coordinate with the Energy Committee as necessary.

### **Expanded Committee**

The Expanded Committee will be an ad hoc committee for a specific project.

It may be formed by the Board of Selectmen when the Town has identified the need for a new Town building or a major addition to an existing Town building. The Committee shall work with the Town Administrator (as an ex officio member of the Committee) or the Town Administrator's designee, the architect, and the project manager on all appropriate phases of the development and implementation of the construction project. The Committee shall provide ongoing progress reports, advice, and counsel to the Board of Selectmen regarding the project.

The Expanded Committee, in concert with the Town Administrator or the Administrator's designee, shall be responsible for providing the Selectmen with ongoing progress reports, advice, and counsel regarding the various aspects of the project. The Committee shall also work closely with other Town Boards/Committees, Town employees, citizen groups, abutters and other stakeholders to facilitate a cost effective, successful conclusion to the project.

The Committee shall serve for the duration of the project and in conformance with the Town Charter. The Committee members shall include all of the members of the Standing Town Building Committee plus 2-4 additional members representing other Committees/Boards and/or members-at-large, who will be appointed by the Board of Selectmen for each specific project.

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Curtis Hartman, Chairman

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Gary Palmer, Vice-Chairman

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Janet W. Worthington, Clerk

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William F. Golden

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Breon Dunigan

Board of Selectmen  
Town of Truro