

## Buildings Maintenance Committee

### **Membership:**

The BMC shall consist of five working members appointed by the Selectboard and 2 advisory members:

A Selectboard representative.

A representative of the Library Trustees.

Skills that are deemed important for the Committee as a whole (but not each individual) include: knowledge of building (structures), building systems and maintenance, and site maintenance; spreadsheets, schedules and finance; communication; project management; interpersonal.

The committee shall be a permanent committee. At-large members terms shall be for a period of three years.

### **Duties:**

The Committee's work shall include:

Electing its own chair and establish its own organization, including establishment of any subcommittees necessary for specific functions.

Evaluating maintenance bids and making recommendations to the Town Administrator for awarding of maintenance contracts.

Liaising with all relevant Town Departments and Town Boards or Committees to determine the maintenance needs of all town buildings. Where appropriate, the committee should also address the surrounding grounds of any such town building. Building systems such as Boiler, fire/co alarms, and exhaust ventilation are considered to be part of the Committee's charge.

Selecting contractors/consultants through the appropriate procurement process to assist it in accomplishing its duties and responsibilities. (Approval of any contract(s) shall be retained by the Select Board.)

Assisting the Town Administrator with grant writing.

Conducting public meetings/hearings as appropriate.

Ensuring that all maintenance work is undertaken in a professional manner and meets environmental regulations, safety laws and regulations, and local land use regulations.

Developing an annual maintenance budget and schedule for each building as well as an annual capital reserve recommendation based on the expected life of building systems, structural items and site assets.

Providing the Town Administrator with continuing forecasts of anticipated expenditure in the form of a written report, such that the Select Board may make timely requests to Town Meeting for Capital Reserve Fund appropriations.

Working with the Town Administrator to prioritize and schedule work by Town employees.