

**South Side Fire Station  
Building Committee Charge  
and Membership**

**COMMITTEE CHARGE**

The South Side Fire Station Building Committee is appointed by and reports to the Board of Selectmen. The charge of the committee is to make recommendations to the Board of Selectmen and Town Meeting regarding the feasibility, design, siting and construction of a new replacement Fire/EMS station or stations on the south side of the Cape Cod Canal.

To carry out this charge, committee members will:

1. Review previous documents and studies, review current and anticipated call volumes, determine the departmental and facility needs, recommend solutions including the physical space requires for a modern fire station (meeting room, sleeping area, etc.), conduct a response time study for all current and proposed fire station locations in the Town, and recommend potential fire station locations based on current and anticipated call volumes.
2. Formulate recommendations to the Board of Selectmen and Town Meeting that include plans, locations, staffing, timelines and funding strategies.
3. The committee will make quarterly progress reports to the Board of Selectmen until the project is completed. The Board of Selectmen will assess progress of the committee every 12 months. Annual reports to the Town Meeting are recommended.
4. Once the project is authorized by Town Meeting, and a debt exclusion ballot vote if required, the building committee shall be responsible for the oversight of all work relating thereto, including site planning, preliminary architectural drawings, final plans and the oversight of all construction and approval of all invoices.
5. Report to the Board of Selectmen on Committee activities, projects and construction progress at major milestones, such as recommendation on location and preliminary building design.
6. Subject to the approval of the Town Administrator utilize funding that has been previously appropriated by Town Meeting and the services of the Owners Project Manager and Architect that have been contracted under the previous Town Administrator appointed South Side Fire Station Feasibility and Design Building Committee.

The Committee shall meet at least monthly and more often if required. A majority of members must be present for the Committee to meet and conduct any business scheduled before it. All meetings of the Committee or any Sub-Committee are to be held in a public location, properly posted and open to the public, in accordance with the Massachusetts Open Meeting Law, as amended. Minutes of each meeting shall be prepared and approved by the Committee in conformity with applicable state and local requirements and shall, at a minimum, be distributed to the Town Clerk.

### **COMMITTEE MEMBERSHIP**

The South Side Fire Station Building Committee shall consist of up to nine members with a knowledge of or experience in engineering, construction, finance and/or Fire/EMS administration and construction management or as a representative of south side or other residents. Membership shall include one member of each of the following:

- The Board of Selectmen appointed by its membership.
- The Finance Committee shall select one of its members.
- The Capital Outlay Committee shall select one of its members.
- The Fire Chief shall be a voting member.
- Second member of the Fire Department who shall be a voting member.

The Board of Selectmen shall appoint up to four at-large members with experience in the areas described above. The Town Administrator or designee shall serve as a non-voting *ex-officio* member and shall attend meetings. The term of each Committee member is until the project is completed or until revoked.