

**TOWN OF DENNIS  
SESUIT HARBOR  
BUILDING ADVISORY COMMITTEE CHARGE**

**A. MEMBERSHIP**

The Select Board shall appoint a Town of Dennis Sesuit Harbor Building Committee (hereinafter referred to as Committee) comprised of five (5) voting members, of which the following shall be represented:

- Five Residents of the Town of Dennis

The Board shall endeavor to appoint residents who represent diverse interests, and by reason of their current or prior background in such areas as harbor operations, harbor construction means and methods, architectural/engineering, or other relevant experience, and/or have special knowledge and skills to assist the Select Board in the design and construction of harbor facilities. Consideration should also be made to include local stakeholders and harbor end users on committee.

- The Committee shall appoint a chairperson, a vice-chair and a recording secretary.

The committee shall collaborate with Town staff to achieve a shared mission of providing harbor facilities that meets the needs of all stakeholders. All members of this advisory committee will be appointed for a term to last until the Sesuit Harbor construction and commissioning are completed. There shall be one liaison from the Select Board that is a non-voting member. Professional staff will provide support as required by the Town Administrator, staff will serve as non-voting member(s).

In developing a needs statement, the Committee should seek guidance and recommendations from Town of Dennis Harbormaster and staff. In making suggestions for design plans, the Committee should be mindful of the current and future needs of the facility. Thoughtful consideration of issues such as building placement, location of exterior accessible space(s), public restrooms, and slip holder amenities should be important considerations of the Committee.

**B. CHARGE**

The Committee shall work collaboratively with the Town Administrator and Owner's Project manager (OPM) to provide oversight for the design and construction. Duties of the Committee shall include, but not be limited to the following:

1. The Committee in concert with the Town Administrator or the Administrator's designee(s), shall be responsible for providing the Select Board with on-going progress reports, advice, 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 operational effectiveness, public and user input and cost effectiveness, to successful conclusion of the project.

Adopted by the Select Board -----

2. The Committee is assigned the task of promoting open dialog with the OPM and Administration regarding comments and concerns of ongoing project activities.
3. The Committee shall meet as needed during the design phase with OPM and architect. The Committee shall be represented at all construction meetings with OPM and architect, to be determined, routinely every (2) weeks once construction begins.
4. Assist the OPM and Architect with design options, value engineering review, and prioritizing alternate work, if necessary. Submit Requests for Information (RFI), review Change Orders (CO) and submit to Administration for final approval.
5. Insure all documents, communications, as-built plans and specification, manufacturer's product information and warranties are provided to Town.
6. Assist OPM and project Architect with closeout punch-list of work remaining to promote completeness of project and insure proper commissioning of building.
7. Any other duties necessary to successfully accomplish the design and construction of Sesuit Harbor facilities in accordance with the terms and conditions of the project's plans and specifications and project budget.

The members of the Committee shall meet at designated dates, times and locations that are convenient to its members as well as promoting public participation. All meetings are to be held in a public location and/or through teleconference, properly posted and open to the public, in accordance with the Massachusetts Open Meeting Law. Minutes of each meeting shall be prepared and approved by the Committee within thirty (30) days of any meeting and distributed to the Select Board. Once the Sesuit Harbor facilities construction and commissioning is completed this Committee's Charge will be fulfilled and the member's obligations and committees charge will be completed. It is expected that the Committees charge will be completed in the fall of 2023.