

**TOWN OF DENNIS
BUILDING AND STRUCTURES COMMITTEE
MEMBERSHIP AND CHARGE**

Membership

There shall be a Building and Structures Committee to be comprised of five (5) residents and registered voters with particular experience in the design, maintenance and construction of buildings.

Members will serve staggered three (3) year terms. Staff support and recommendations shall be provided as may be requested by the Committee chair as their work dictates their need. These requests shall be made through the Town Administrator. Staff support will make recommendations but will not vote as participating members of the Committee.

The Committee shall appoint a chairperson and vice chair. The committee may elect a clerk to take minutes or rotate the task among its members.

Charge

The Building and Structures Committee shall consider making recommendations and prioritize capital and long-term maintenance items for all municipally owned buildings and recreational structures, consulting with those department heads and committees that have control of these assets. The Committee shall evaluate these maintenance needs and recommend a prioritized rolling five-year schedule in terms of implementation. The Committee's work shall include an implementation strategy to address accessibility issues in accordance with the Americans with Disabilities Act.

All meetings are to be held in a public location and 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 filed with the Town Clerk. Committee members shall be mindful of their attendance obligations and conduct as identified the Dennis Select Board Guiding Principles.

Approved by Select Board on February 2, 2021