

**TOWN OF DENNIS  
FIRE STATION 2  
BUILDING COMMITTEE CHARGE**

**A. MEMBERSHIP**

The Select Board shall appoint a Town of Dennis Fire Station 2 Building Committee (hereinafter referred to as Committee) comprised of seven (7) voting members, of which the following five shall be represented:

- Five Residents of the Town of Dennis
- Town Administrator or Designee
- Fire Chief or Designee

All members of this advisory committee will be appointed for a term to last until the Fire Station construction and commissioning are completed. There shall also 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 support will make recommendations but will not vote as participating members of the Committee.

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

The Board shall endeavor to appoint residents who represent diverse interests, and by reason of their current or prior background in such areas as fire department operations, fire department construction means and methods, architectural/engineering, or other relevant experience, and/or have special knowledge and skills to assist the Select Board in the construction of a new Fire Station.

**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 of a new Fire Station. 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, 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 a cost effective, successful conclusion to the project.
2. The Committee is assigned the task of promoting open dialog with the OPM and Administration regarding comments and concerns of ongoing project activities. The OPM is responsible and accountable on this project from the study and design stages through construction, start up and commissioning. The OPM oversees the performance of the designer, the construction contractor and other project participants under contract and reports to Committee regarding; project budget, schedule, and maintains project records.

3. The Committee shall meet at all scheduled construction meetings with OPM and architect, to be determined, routinely every (2) weeks once construction begins. The Committee shall also meet as needed during the design phase with OPM and architect.
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 construction of a new Fire Station 2 building 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 Fire Station 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.