

# Public Works Facility Building Committee

CHARGE APPROVED BY SELECT BOARD JULY 10, 2023

The Select Board does hereby establish a Public Works Facility Building Committee in furtherance of the 2022 Select Board Short Term Goal # 4 approved on July 11, 2022, the recommendation of the Public Works Facility Study Committee approved on October 19, 2022, the 2024-2030 Capital Improvement Plan, the 2/3 vote approving Article 6A at the Annual Town Meeting on May 1, 2023, and the 2023 Select Board Long term Goal # 1 approved on June 26, 2023, to advance the design of a new Public Works Facility located on Forest Road to a 60% design phase, bring the design and cost estimate to a Town Meeting, and to act as the Building Committee for the construction of the facility.

The committee will work with Town Staff and the Town Manager to recommend the expenditure of the \$1,225,000 approved in Article 6A of the 2023 Annual Town meeting, plus other funds, to evaluate the scope, design, service levels, and financial estimates for the design and construction of the new DPW building, fuel depot, and site. The committee shall conduct extensive public outreach and shall update the Select Board at appropriate intervals.

The Committee shall consist of up to nine members:

- A member of the Select Board
- A member of the Finance Committee
- A member of the Green Advisory Board
- The Town Manager or designee
- The Public Works Director
- Four community members, residents of Acton, with experience in construction, energy-efficient design, engineering, architecture, finance, legal, real estate development, Public Works operations or other complementary skills.

It is anticipated that subject matter experts from within the organization will also participate in committee meetings including the following:

- Acton Finance Director
- Acton Public Facilities Superintendent
- DPW Operations Superintendent
- Sustainability Director
- Town Engineer
- Design Review Board

A quorum of the committee shall consist of a majority of the members presently appointed and serving. The Committee will fully comply with the Open Meeting Law, the Public Records Law, and other applicable Statutes and Bylaws. The committee shall serve until the completion and commissioning of the project, and which point it will automatically be dissolved, unless continued by subsequent action of the Select Board.