



**Town of
Westford**
Massachusetts



Permanent Town Building Committee, 55 Main Street, Westford, MA 01886

Permanent Town Building Committee Policy and Procedures

Adopted February 6, 2008

Revised November 20, 2009

Adopted January 26, 2010

A. Definitions: For the purposes of this policy

1. "Project" means any of the following in connection with any Town building or other structure:

- a. Erection
- b. Alteration
- c. Rehabilitation
- d. Remodeling
- e. Acquisition and installation of original equipment and furnishings
- f. Demolition
- g. Removal
- h. Excavation
- i. Filling
- j. Grading

It does not include:

- a. Buildings or other structures of the Affordable Housing Authority.
- b. Public works such as sewers, waterlines, streets and the like
- c. Routine maintenance and upkeep of any municipal building or other structure which are performed on a regular basis.

3. "Project goals" means the general objectives and the particular needs to be met through the construction of the project.

4. "Design" means schematic design, design development, and construction documents (or equivalent documents) developed from the project goals established by the proposing entity.

5. "Construction" means whatever is necessary to implement or complete a project, except project design and acquisition of funds.

6. "Service Equipment" means the mechanical, electrical and elevator equipment, including piping, wiring, fixtures and other accessories, which provide sanitation, lighting, heating, ventilation, fire-fighting, security and transportation facilities essential for the habitable occupancy of the building or structure for its designated use and occupancy. It also means process piping and specialized electrical systems.

7. "Entity" means the Town of Westford department, board or committee proposing a project.

B. Membership: There shall be a Permanent Town Building Committee, consisting of 7 members, appointed by the Board of Selectmen for three years. For initial appointment, three members will be appointed for three years; two members appointed for two years, two members for one year. Thereafter, members will serve three year terms. There shall be a chair person and a secretary. Desired skills of members include: construction experience, architect experience, project management, and legal skills. Possessing such skills is not necessarily a prerequisite for committee membership.

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- C. Temporary Member:** The Committee may appoint as a temporary additional member or members one or more individuals who are members or representatives of the entity for which a project is being planned or constructed. A temporary member shall not have a right to vote, and may participate in the activities of the Committee only with respect to the particular project of that entity and only for the period of time during which the Committee is exercising its functions with respect to such project.
- D. General Duties:** The Committee is authorized, through appropriation, to obtain architectural and engineering services for site selections and preliminary schematic drawings, financial estimates, design, construction and initial furnishing for Town building projects
Additional Responsibilities:
- a. Evaluate use of buildings- determine current utilization of space and ways to improve it.
 - b. Responsible for large maintenance projects
 - c. Maintain an inventory of buildings
 - d. Maintain the long term building needs list for the town
 - e. Maintain list of active capital projects.

The Committee shall work to achieve the project goals of the proposing entity.

- E. Financial Requirements and Notification:** Any entity which intends to propose a project to Town Meeting shall provide information regarding the project goals and the financial requirements of the project to the Committee at least 90 days in advance of the Town Meeting at which funding of any kind for the project will be requested. The Committee shall review the information provided to determine whether the sums requested are reasonable with respect to the financial requirements of the project and shall report to Town Meeting thereon. The Committee should provide a check and balance to assure that project goals are reasonable and financially feasible.
- F. Appropriations:** The funds for the design and construction of a project shall be appropriated and expended under the direction of the PTBC, which will administer the construction contract.
- G. Design Review:** A proposing entity shall submit to the Committee the requirements for that project.
- a. The Committee shall approve, disapprove, or modify the requirements within 90 days of the receipt thereof
 - b. Every project must be completed in accordance with a design approved by the Committee. Any modification of an approved design must be approved by the Committee before being incorporated into the project.
 - c. The Committee shall ensure the design considers the intent of the Town's Master Plan
- H. Supervision of Project Construction:** Prior to the initial funding of a project, the determination shall be made whether the Committee or the proposing entity shall administer the construction of a project as follows:
- a. The Committee shall administer the construction of all projects for which the Town incurs bonded debt.
 - b. The proposing entity shall, after receiving design approval, administer the construction of all projects within its maintenance or equivalent budget.
 - c. Any proposing entity, at its discretion, may administer the construction of any other project involving any one building and estimated to cost less than \$25,000.
 - d. The Committee shall supervise the construction of all other projects, unless the Committee and the entity proposing the project agree that the proposing entity shall supervise the construction.
 - e. The committee will monitor project until construction warranty is complete.

- I. **Project Feasibility Studies:** The committee is responsible for feasibility studies that pertain to Town owned property and buildings. The entity requesting a study shall work with the committee to define requirements and goals of the study. Feasibility determination is to be consistent with the Town's fiscal policy.
- J. **Records:** The Committee shall retain record drawings and specifications. These copies shall be kept on file in the Building Department's office and in each applicable building; there should be an electronic as well as paper copy.
- H. **Policies and Procedures:** The Committee shall adopt and make available to all departments, committees, boards, officers, and officials, policies and procedures covering the criteria the Committee will use in reviewing project designs.
- K. **General Provisions:** The Committee shall also be governed by Chapters of the General Town Bylaws and Zoning Bylaws applicable generally to all entities, except as it is specifically directed by law or a provision of said bylaws to act otherwise.