



**TOWN OF
BROOKLINE, NEW HAMPSHIRE**

Brookline Public Works

**P.O. BOX 360 – 1 Main Street
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*Charter for the
2020/21 Public Works Building Committee*

Purpose

The Brookline Selectboard has established the 2020-2021 Public Works Building Committee to build on last year's committee work and evaluate and design an office and garage facility to house Brookline Public Works' growing staff, equipment, and materials. A final report will outline the work conducted by the committee and its recommendations. It is expected the committee's work will include preparation of a warrant article for the March 2021 town meeting and public outreach and education to support passage.

The committee will be disbanded at the conclusion of the 2021 town meeting. Meetings will be noticed and minutes taken consistent with RSA 91-A.

In the event stimulus funding is made available during 2020 or 2021, the Board notes it would be in the town's best interest to have the facility "shovel ready" to take advantage of such an opportunity.

Organization

The committee will be comprised of seven voting members:

- Mike Wenrich - Public Works Director
- Dana Ketchen - Selectboard
- Eddie Arnold – Selectboard
- Brian Rater – Finance Committee
- Tad Putney – Town Administrator
- Two At-Large Residents

The Selectboard representatives will provide an update to the Selectboard on committee progress at each Board meeting and provide Board input at each committee meeting.

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The committee has up to a \$25,000 operating budget line item for “outside services/facility evaluation”. Any spending must follow the town’s purchasing policy, including advanced approval of the Selectboard where required.

Scope of Work

The committee will work through the following tasks (and potentially additional items as warranted):

- Elect a committee chair, vice-chair, and secretary
- Review the 2019 DPW Capital Improvement Plan
- Conduct a review of the 2019/20 Public Works Building Committee work (and get cost estimates where not yet available)
 - Learnings from touring other facilities
 - Site engineering work and estimated costs
 - Preliminary building plans and estimated costs
 - Preliminary mechanical engineering plans and estimated costs
- Discuss/confirm scope and sizing of facility
- Create a timeline for the committee’s work through town meeting
- Evaluate and recommend use of either a construction manager or general contractor approach for construction oversight
 - Evaluate the alternatives based on “value”, “cost” and “service” with the final decision on approach to be made by the Selectboard
 - Include Building Inspector in discussions to understand his expected requirements for oversight of construction
- Determine costs, benefits, and logistics of constructing salt/sand storage on site
- Present interim plans to Selectboard and Finance Committee in mid-summer
- Look into cost/benefit/payback of solar and energy efficiency
- Continue to advise/work with the conservation commission and planning board as plans developed and finalized
- Consider implications of construction given nearby “scenic road” designation
- Create a 2021 timeline for site prep and building process
- Obtain estimates for site work, construction and any other related services
- Continue to compile a list of building equipment needs and accessories
 - Determine what will be included in building costs (bond) and what will be funded by operating budget or capital reserve funds
- Develop and carryout a public outreach effort that supports approval of the project at March’s town meeting
- Compile information into a final report
- Present final report to Selectboard/Finance Committee

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Committee charter adopted on April 20, 2020.

Brendan Denehy

Eddie Arnold

Ron Olsen

Drew Kellner

Dana Ketchen