

**Plaistow Public Safety Complex Expansion Project
Building Committee Charter
Approved by Board of Selectmen July 11,2016**

Building Committee. The Plaistow Public Safety Complex Building Committee (the “Building Committee”) was created by, and is answerable to, the Board of Selectmen. It shall operate until completion of the Plaistow Safety Complex Expansion Project as approved by the Town in March 2016 (the “Project”), or until terminated by vote of the Board of Selectmen.

Membership. The Committee shall be comprised of 16 voting members, all appointed by the BOS, including 2 members (and 1 alternate) from the Board of Selectmen, 2 members of the Budget Committee, 6 Town Officials (including 2 PPD reps and 2 PFD reps), 3 Citizen’s Reps, and 3 at-large members with construction project experience. The current appointed membership is as follows:

- BOS Rep John Sherman
- BOS Rep Tammy Bergeron
- NOTE: Alternate BOS Rep Julian Kiszka.
- Bud Com Rep Dennis Heffernan
- Bud Com Rep Martha Sumner
- Town Manager Sean Fitzgerald
- Police Chief Kathleen Jones
- PPD Rep Patrick Schiavone
- Fire Chief John McArdle
- PFD Rep Michael Kennedy
- Code Enforcement Officer Michael Dorman
- Citizen Rep William Query
- Citizen Rep Barbara Kiszka
- Citizen Rep Dan Poliquin
- At-large member Kevin Coyle
- At-large member Thomas Geary III
- At-large member Nicholas Morel

The Committee will be responsible for choosing its own officers. As of June 23, 2016, Martha Sumner is the Chair and Dennis Heffernan is the Vice-Chair. Beth Hossack has been assigned as the Committee Clerk.

Meetings. All meetings of the Committee shall be posted per RSA and open to the public. Approved minutes shall be posted to the Building Committee website by the Committee Clerk. These are the official minutes- any other postings reflect the posters personal opinions.

Scope of Responsibilities. This Advisory Committee shall report issues and/or recommend solutions to the Board of Selectmen with respect to project budget, schedule and scope. The Project Team shall remain responsible for the means and methods, and the Town Manager, Police Chief, and Fire Chief, with advice of the Owner's Project Manager, shall have the on-site responsibility and day-to-day decision making requirements of the Project.

Invoices/requisitions from Project consultants, contractors and vendors on the Project will be administered in accordance with each entity's agreement with the Town to allow for timely processing by the Town Manager and payment by the Town. Each month a summary of payments made will be provided by the Town Manager to the Building Committee, and a Project Status report will be provided by the Owner's Project Manager including any overdue or outstanding payments of amounts properly due and owing.

Project Goal. It is the goal of the Town to complete the Project successfully, within the approved budget, schedule and scope, and in a manner that results in compliance with all applicable laws and design goals.

Duties. The Committee shall:

1. Become generally familiar with the plans associated with this Project;
2. Develop an understanding of the Project budget, Project scope and Project cost;
3. Advise the Board of Selectmen and make recommendations to the Board of Selectmen, of any modifications necessary to complete the Project within the limits of the approved budget, scope and schedule;
4. Once a month, or as requested, report to the Board of Selectmen about the physical and budgetary status of the Project;
5. Staff and Town Counsel may be assigned to work with the Building Committee through the Town Manager as appropriate;
6. Meet every 2 weeks or as needed.

Modification of Committee Charter. The Committee may propose to the Board of Selectmen any modification of its Charter believed necessary to enhance the ability to achieve the above-stated Project goal. The Board of Selectmen may accept, modify or reject proposed changes in its sole discretion.

Plaistow Safety Complex Expansion Project

Organization

