

**Town of Mashpee
Board of Selectmen**

Policy No: 09

Planning & Construction Committee Guidelines

POLICY

It is the policy of the Board Selectmen to appoint skilled, qualified, and knowledgeable individuals to the Planning and Construction Committee and to provide these individuals with proper direction and guidance to complete their tasks.

PLANNING AND CONSTRUCTION OF BUILDINGS AND OTHER FACILITIES

1. Composition, Mode of Appointment and Term of Office

There shall be a permanent building and other facilities Planning and Construction Committee (which may be referred to as the planning and construction committee) consisting of seven members. Six of the committee members shall be appointed by the Board of Selectmen for terms of three years each, so arranged that the term of two members shall expire each year. In making appointments to the committee, the Board of Selectmen shall seek persons having experience in the fields of architecture, engineering, construction, real estate or law. The seventh member of the committee shall be designated annually by the School Committee and may, but need not, be a member of the School Committee.

2. Powers and Duties

The buildings and other facilities Planning and Construction Committee shall be responsible for monitoring the physical condition of all municipal buildings and other facilities. The committee shall meet from time to time with representatives of municipal agencies to evaluate the need for additions, renovations, or remodeling of any existing building or facility, or for the construction of new buildings or other facilities. The committee shall file written reports at least annually, with the Board of Selectmen, in which it shall make recommendations as to the need for any project(s), a copy of which shall be printed in the Annual Town Report. Whenever any construction work on any municipal building or other facility is authorized, the buildings and other facilities Planning and Construction Committee shall be responsible for all work in connection with the project including site planning, surveying, engineering studies, architectural plans and specifications, and the supervision of construction.

For the purpose of this section, the term "facilities" shall not be construed to include items commonly understood to be within the jurisdiction of a public works department, including but not limited to streets and roads, sidewalks, bridges, sewers, drains and related items.

***Adopted by the
Mashpee Board of Selectmen
July 10, 2006***