

Building Needs Committee Guidelines

The Building Needs Committee (BNC) is established under the authority of, and is accountable to, the Board of Selectmen (Board) of the Town of Atkinson (Town). It shall function as stipulated in this document and the requirements of the Town and Board.

BNC Purpose: To assess and research all Town buildings and land. Analyze and determine current and future building and land needs (25-year window). Recommend improvements to existing Town properties. Recommend new building needs. Recommend and guide/lead the process of planning for the reorganization of space within current Town buildings, expansion of current buildings or the building of new facilities.

This includes:

- Building new or restructuring existing facilities
- Reorganize/repurpose facility space to improve the employee work experience and customer service experience
- Employee health and safety, e.g. air quality, egress, security, etc.
- Current and future storage requirements including document management
- Current and future technology (internet, on-line, etc.) building space requirements including public access to their information
- Work with the energy commission to recommend solar solutions to improve building (and Town) energy efficiency
- Planning for facility growth based on expected population growth
- Space equality for male, female and handicapped employees and residents
- Purchase of land for future use
- Disposal (sale/donation) of Town owned property based on current and future need
- American Disabilities Act (ADA) compliance
- The potential impact of climate change on Town resources (human and physical)
- Impact of aging population on Town resources (physical, technological, human)

Specific Building Committee Responsibilities:

- Perform a complete review of the condition, strengths and weaknesses of current facilities and how they relate to Town needs
- Understand current facility usage and understand future needs
- Review all current and future recreational needs. This should include all ball fields, soccer fields, etc. Determine if there is adequate property to meet Town objectives
- Document all owned acreage as well as acreage recommended to be acquired based on Town need
- Provide for the annual (or more frequently as needed) inspection and review all Town properties
- Recommend improvements to current building structures as appropriate
- Recommend construction and renovation projects to the Board
- Recommend any amendments to a construction or renovation project to the Board
- Handle any other building and property matter referred to it by the Board
- Review and recommend the acquisition of property to the Board
- Review and recommend the acceptance of donations of property to the Board

- Review and recommend to the Board proposals for the disposal of property
- Work with the Town Administrator to create a building/rebuilding/maintenance budget and capital reserve accounting for anticipated expenses. (This budget is subject to approval by the Board and Budget Committee.)
- With the Town Administrator, create detailed requests for proposals
- With the Town Administrator, make recommendations for annual maintenance planning and budgeting to meet ongoing building maintenance requirements. All such recommendations shall be submitted to the Board for approval.

Organization:

The BNC shall consist of not less than five or more than nine members. It is intended that the members will serve through the duration of the project.

- Representation on the BNC should include people with the following skills/roles: building/construction trade representation; financial representation, planning skills, organizational skills, etc.
- Other people
- should be used as resources to the BNC, but are not required to be a member of the BNC.
- There shall be a special effort to involve all Board members, department heads, other staff, facility users (Lion Club, boy and girl scouts, garden club etc.) and interested residents in the input process through interviews, user group meetings and surveys/questionnaires in order to clearly communicate to the BNC their needs and wishes.
- The BNC shall meet monthly and on an as-needed basis
- The BNC shall report to the Board monthly through minutes of meetings and/or by presentations by BNC members
- BNC decisions will be by consensus. If consensus is not forthcoming a formal vote should be taken with a two-thirds majority vote of those present required for approval. Once a decision is made, it is final and will not be revisited, and should be supported by all the BNC members
- The BNC shall have sub-committees as necessary, including, but not limited to user group committees, finance committee, etc. The appropriate member of the BNC should chair the associated sub-committee, conduct the necessary meetings of that sub-committee.
- If deemed necessary, there may be an executive committee of the BNC consisting of the chairman and two other members. The purpose of the executive committee is to handle necessary business between regular meetings of the full BNC.
- If it should become necessary for one of the BNC members to resign or in the unlikely case that a member would need to be removed by a two thirds majority vote of the BNC, then the BNC will search for replacement
- The BNC will continue to operate until the project is complete, the BNC determines that no further progress can be made or until it is disbanded by the Board
- BNC meetings shall meet 91A requirements.

End Result:

A document that can seamlessly integrate with the Capital Improvement Plan, within the Master Plan, and is accepted by the approved by the Selectmen. It should define the Town's building, maintenance, land and associated resource needs for the next 25 years. It will include recommended projects, timelines and associated costs. It will also include a recommended maintenance process and building maintenance plan

Duration:

Short term: Define the building maintenance requirements for 2020 budget consideration

End result: Planned for nine (9) months to one (1) year (or longer if required, with annual follow-up).

Finances:

The BNC will request funding from the Board of Selectmen for resources to carry out their work, including but not limited to architect/engineer to develop and existing building condition report and a conceptual design study for the current, five (5) year, 10 year and 2year periods.

Resources:

Town residents, Town employees, Selectmen, Master Planning Committee, Capital Improvement Committee, Building Inspectors, experts in various disciplines.

Board of Selectmen Contact/Liaison

Harold Morse

Process:

1. Interview and/or survey Town employees, residents, clubs, etc. including:
 - Selectmen
 - Town Clerk
 - Tax Collector
 - Town Administrator
 - Building Department Administrator
 - Police Chief
 - Fire Chief
 - Recreation Director
 - Highway Department Road Agent
 - Conservation Commission
 - Family Mediation
 - Historical Society
 - Finance Manager
 - Boy Scout Leader
 - Girl Scout Leader
 - Lions Club

- Garden Club
 - Women's Civic Club
 - Budget Committee
 - Trustees of the Trust Fund
 - Cemetery Trustees
 - Animal Control Officer
 - Sports field users: baseball, soccer, lacrosse
 - Treasurer
 - Director of Elder Affairs
 - Veteran's Club
 - Conservation Committee
 - Supervisor of the Check List
 - Library Director
 - Library Trustees
 - Other groups that use the library
 - Code Enforcement Officers
 - Planning Board
 - Town Moderator
 - All other Town Employees
 - Elder Services
 - Percentage of residents
2. Inspect Town Buildings: perform a building condition assessment including mechanicals, plumbing, electrical, roof, foundation, parking, grounds, age factor, operation, and maintenance protocols, environmental, health and safety, etc.
 3. Evaluate Town owned non-conservation land, determine value and recommend disposition
 4. Prepare and present a report for and to the planning board and the Board of Selectmen

