

Town of Lyme
Facilities Committee

Charge

Summary:

The Town of Lyme Facilities Committee is established to determine the needs, design and co-ordinate the leasing, purchase and/or construction of new Fire Station and Transfer Station to meet both the short and long term needs of the Town.

Background:

The current Fire Station is a repurposed building. It is energy inefficient, and the roof is structurally deficient. The Town has long recognized that this building will need to be replaced.

The Town transfer station is located at 26 High Street on part of 4.1 acres of a 10 acre parcel it shares with the Highland Cemetery and highway garage. This arrangement was meant to be temporary. Two previous committees have maximized the current site and management however it is still inadequate to meet the growing needs of the Town and DES specifications.

Membership:

The Facilities Committee shall consist of not less than five or more than nine members of the public appointed by the Select Board for three year terms, and one selectman, Fire Chief and the transfer station supervisor as voting ex official members.

Duties and Responsibilities:

The Committee shall:

- a. Elect its own chair and establish its own organization, including establishment of any sub-committees necessary for specific functions, e.g. public information, land use regulation (site plan review and zoning) and/or finance.
- b. Determine both the short and long term needs for both the Fire Station and Transfer Station
- c. Examine possible leasing of additional space and/or conversion of existing Town owned facilities to meet the short and/or long term needs of the Town.
- d. Select contractors/consultants to assist it in accomplishing its duties and responsibilities. (Approval of any contract(s) shall be retained by the Select Board.)
- e. Conduct public meetings/hearings as appropriate.

Approved: November 9th, 2017

- f. Prepare a report, budget and/or warrant article(s) for the 2019 Town Meeting of its activities and for the financing of any recommended facilities and/or further studies.
- g. If the decision is made by Town Meeting to build new facilities, recommend a design/engineering or design/build contractor to assist it in accomplishing its duties and responsibilities. (Approval of the contract shall be retained by the Select Board.)
- h. With the assistance of the contractor, prepare a design for the facilities insuring that they meet environmental (e.g. NPDES), safety laws and regulations, and (to the extent possible) local land use regulations. This design shall be in sufficient detail to determine a budget for the facilities' construction and support financing requirements, but need not include "construction drawings".
- i. If approved at Town Meeting, oversee the preparation of "construction drawings", negotiate construction contract(s) and coordinate construction of the facilities. (Approval of any contract(s) shall be retained by the Select Board)

Charles J. Smith

Susan J. MacKenzie

Bradford E. Keith