



Committee Charge

Name:	Jones Library Building Committee (JLBC)
Type:	Time-limited
Legal Reference:	Charter Section 3.2, Committees created by the Manager
Appointing Authority:	Town Manager per Home Rule Charter Section 3.3(c) and 2.11(b)
Number of Voting Members:	Nine (9)
Number of Non-Voting Members:	None
Term of Appointment:	The length of the building process, estimated at 5-7 years
Special Municipal Employees:	If voted by the Town Council
Staff Support:	As assigned by the Town Manager

Composition:

- Town Manager or designee
- Library Director
- Finance Director
- Library Building Maintenance official
- Library Trustees (2)
- Town Councilor
- Resident with experience in energy efficient public architecture, engineering, or construction
- Resident with experience in effective community outreach

Purpose:

To oversee the design and construction of the Jones Library Restoration and Expansion.

Charge:

The JLBC will guide the Jones Library Restoration and Building project. All major decisions shall be brought to the JLBC for review, approval, and formal submission to the Library Board of Trustees and Town Manager for final approval, as required.

Throughout the life of the project, the JLBC will work as a team with several consultants, including an Owner’s Project Manager (OPM), an Architect, and Massachusetts Board of Library Commissioner (MBLC) Building Specialists. The JLBC will develop a timeline, milestones, and plans for the project and recommend a specific set of plans to the Library Board of Trustees and Town Manager for approval.

The JLBC will work with the Library Director and Town Manager to ensure the public is kept informed and engaged with the Jones Library Restoration and Building project.

Broad Committee Functions:

- Understand the MBLC grant program requirements.
- Learn the history and background of the Jones Library Restoration and Expansion project.
- Identify a wide variety of stakeholders in order to develop and execute multiple communication methods to engage members of the community throughout the entire design and construction process.
- Form subcommittees at various stages of the project such as:
 - Design – visits the job site, attends job site meetings, and monitors the schedule
 - Interior Design – chooses styles, colors, and furnishings
 - Landscaping – chooses plantings and outdoor structures
 - Public Relations – keeps the community informed
 - Groundbreaking/Grand Opening – organizes community celebrations
- Review, evaluate, and approve all project invoices and change orders.
- Monitor the MBLC grant application and award process, including tracking progress towards meeting milestones and securing grant payments.
- Support the closeout process with the MBLC to make sure the building is constructed in accordance with the approved design.

Timeline of Tasks:

- Schematic Design Phase
- Design Development Phase (approximately 22 weeks)
- Construction Documentation Phase (approximately 30 weeks)
- Bid Phase (approximately 14 weeks)
- Building Construction Phase (approximately 22 months)
- Project Closeout (approximately 6 months)

Reports:

The JLBC shall provide quarterly updates of JLBC activities to the Town Council and Library Board of Trustees. The Town Council and Library Board of Trustees may request more frequent JLBC updates from the Town Manager and JLBC.

Charge Adopted: July 9, 2021 (by Town Manager)

Charge Revised:

SME Status Voted: