

BOARD OF SELECTMEN

Policy on Town Building Projects

Original Date: November 13, 2012

Approved: January 8, 2013

2013-1

The purpose of this policy is to establish a successful preventive and remedial maintenance and repair program for existing municipal buildings. Also to establish procedures that will ensure the achievement of the desired results in a cost effective manner.

1. All town buildings will be inspected annually by the Town Administrator, the DPW, the Building, Plumbing, and Electrical inspectors and the Building and Needs Assessment Committee. Individual building components will be assessed to determine those that should be included in a long-term capital plan and annual capital budget. The building program should be evaluated to determine if any building modifications are necessary to address changing departmental program needs.

2. The Director of Public Works and Town Administrator shall be responsible for preparing such a plan in consultation with the relevant town department heads and the Building and Needs Assessment Committee. The proposed plan and budget shall be submitted to the Board of Selectmen

3. The Director of Public Works and Town Administrator shall develop preliminary plans and cost estimates for all identified projects. It will be necessary to retain reliable professional services to obtain plans and preliminary and final cost estimates for larger, more complex projects. Funds for that purpose shall be budgeted annually.

4. Projects shall be prioritized and scheduled based on the following criteria;

- a. Emergency need
- b. Health & Safety
- c. Budgetary economies achieved through building improvements
- d. Remaining life expectancy of the building system or equipment
- e. Maintenance of departmental programs
- f. New or expanded departmental programs and services

Note: Projects shall be properly sequenced to avoid damage to new repairs/replacements.

5. The Director of Public Works shall develop efficient, effective, procedures and practices for completing modest repairs and maintenance projects and preventive maintenance. This includes projects utilizing in-house staff or contractors.

6. Projects of less than \$10,000 shall be expedited utilizing a standard set of bidding and contracting documents that ensure quality work, limit the town's liability, and safety of town personnel and property.

7. Projects of \$10,000 or more shall require a formal bid process utilizing detailed plans and specifications as required by MGL c. 149.

8. Other relevant laws and regulations

Massachusetts General Laws regulate design and building construction projects.

1. Design Services - MGL c. 7 ss38A1/2-O contains procedures for selecting designers if the design fee is estimated to cost \$10,000 or more or construction is estimated to cost more than \$100,000.

2. Building Construction Contracts – MGL c. 149 applies to construction contracts and also maintenance and repair. Generally it is applicable for projects over \$10,000.

3. Prevailing Wage Requirements – MGL c. 149 ss 26 requires use of Prevailing Wages on building construction projects.

Town Charter

Town Administrator – Section 5-3-2(h) be responsible for the purchasing for all Town functions and departments excepting those of the School Department.

Department of Public Works – Section 5-7-2(b) DPW is responsible for the maintenance and repair of all buildings (except School Dept.)

Board of Selectmen Policies

Policy on Designer Selection Procedures