

# Municipal Buildings Advisory Committee

The Municipal Buildings Advisory Committee is hereby established as an ad hoc group to review, evaluate, and make recommendations to the Town Council regarding town-owned buildings for the consideration of major capital improvements.

## BACKGROUND

A large portion of the inventory of Town Buildings are more than fifty years old respectively and have had significant facility related issues over the past ten years. There are several Town Buildings that lack nominal space needed for staffing and operational standards notwithstanding meeting Americans with Disabilities Act (ADA) compliance. The buildings and systems have been subject to deferred maintenance and have exceeded their useful life. Many of the finishes including walls, ceilings, and floors, are worn and outdated creating hazards for staff. The mechanical, electrical, heating, and plumbing have had critical failures causing operational issues effecting both staff and the public. There have been various assessments done to some of the buildings to date that have forecast major expenses moreover conclude that the Town should consider a strategic long-range plan for all buildings and properties thereof. In April of 2019, the Board of Selectmen (BOS) established a Facility Committee (FC) that was comprised of town wide departments heads, middle management, and a Selectmen's Representative who were tasked with establishing facility related priorities for a recommendation to the BOS to be included in the 2020 Budget. The FC concluded that a master plan should be established including procuring a consultant to help the Town move forward with a responsible proposal. A major budget allocation of \$200,000 was approved for FY2020 to begin the process of dissecting previous reports and current information and begin master planning with a proposition that a Facilities Super Bond may be placed on a warrant in the near future. With the advent of Covid-19 in 2020 the project including funding was placed on hold due to economic uncertainties. In May 2020, the BOS also took up additional discussion on the FC and more specifically its structure and charge all things considered. During the FY21 Budget process the funding was reduced to \$125,000 and subsequently approved through town vote. Request for Qualifications began in early 2021 for DPW (RFQ 2021-007 – Municipal Services Facilities), OPM (RFQ 2021-011 – Owners Project Manager), Town Hall (RFQ 2021-020 – Architectural Services), into 2022, Police and Fire (RFQ 2022-046 Architectural Services, Public Safety Buildings), and Construction Manager in 2023.

## CHARGE by BOS – JUNE 7, 2021

The Municipal Buildings Advisory Committee (MBAC) is hereby established to create a plan and/or strategy for the coordination of specific investments for capital improvements and general maintenance of key Town Buildings and properties that support public services to the residents and visitors of Salem.

## PURPOSE

The MBAC will be established as an ad hoc group to review, evaluate, and make recommendations to the Town Manager and TC regarding town-owned buildings listed in the charter for the consideration of major capital improvements. The structure of the committee will be more formal than the FC and will meet regularly in preparation for the budgetary season. MBAC will be focused on development and presentation of a strategic/master plan or roadmap justifying expenditures for all

facility related deficiencies with the first action item of evaluating professional services submissions for RFQ 2021-011 – Owner’s Project Manager (OPM). The OPM will work with MBAC to develop a logical approach to determine whether to repair, rebuild, or renovate certain facilities and help guide the BOS accordingly. MBAC and the OPM will partner for best course of action for the Town and begin communicating the intent so the residents understand the projects and can justify the spending. MBAC will be charged with review of any/all previous studies and facility assessments and more specifically including but not limited to the following tasks: short, middle, and long-range planning, strategic phasing and expenditure plan, preparing RFP or RFQ for sub-consultants or contracted services, conceptual development, engineering, design, cost/benefit analysis, scheduling, and budget proposals on the preferred recommendations and/or alternatives including associated with the project. Costs estimates will be based on dollar per square foot value for each of the building types (e.g., offices, employee facilities, trade shops, vehicle maintenance, vehicle wash, etc.). The cost estimate will include the preparation of a detailed conceptual level building and/or site to identify anticipated development costs which are site specific. As with the pre-design development budget, the cost estimate will also identify potential soft costs associated with the project, including design contingencies, construction contingencies, clerk-of-the-works services, printing of bid documents, architectural and engineering design fees, borrowing costs, inflation, and insurance during construction. Prepare presentation material and assist the Town with presenting the project to the appropriate Town Committees, Town Boards, public, and other interested parties. MBAC presentations will be timely and in recognition of the charge by the BOS with emphasis on fiscally sound recommendations for consideration.

## **BUILDING/PROPERTY PURVIEW**

Town Hall District Court  
Ingram Senior Center  
DPW (All Buildings)  
Transfer Station  
Pine Grove Cemetery  
Garage  
Parks Building (Old  
Rockingham Road)  
Palmer School  
Millville Circle  
Recreation Building  
Hedgehog Park  
Recreation BuildingOld  
Town Hall  
Old Library  
Old School House Old  
Hose House Depot  
Train Station  
Police Station  
Central Fire  
South Fire  
North Fire

## MEMBERS

MBAC will be as follows.

Voting Members:

- Municipal Services Director
- Finance Director
- Town Council Representative
- Budget Committee Representative
- Town Managers Representative
- Assistant Town Manager

Non-voting members:

- Facilities Foreman
- Project Engineer
- Owners Project Manager

The Chair will be motioned by the TC with establishment of MBAC. Voting members will appoint an alternate member to sit in for meetings they cannot attend but they will not vote unless a quorum is needed. The Town Manager shall mediate any internal issues that may arise within MBAC including alternate members, conflicts of interest, agendas, and any other item that could go before the BOS requiring a recommendation. The TC may add members to MBAC according to specific projects and recommendations that require public outreach.

## MEETING TIMES

The Committee will meet immediately upon recognition by the TC with weekly meetings scheduled shortly thereafter. Materials will be distributed at the first meeting and in advance of subsequent meetings as soon as possible for review before setting agendas. Members are expected to come prepared to ensure meeting priorities and outcomes. Throughout the process, municipal department heads, managers, and staff will be invited to attend MBAC to share valuable input regarding their respective facility needs and preferences. Any other facility-based committees charged by the BOS will be invited accordingly. MBAC as an ad-hoc group will serve until such time the BOS reconsiders.

## ROLES AND RESPONSIBILITIES

MBAC's mission will be best achieved by collaboration among the members characterized by mutual suggestions and open communication. Members are expected to serve as advocates for the charge, and as such, could include, but are not limited to attend public meetings speaking respectfully on any recommendation that shall be made. Members should ask questions and seek clarification to ensure they fully understand cumulative interests, concerns, and objectives. Deliberation and debate should be constructive and courteous with every effort made to reach consensus. Recommendations put forth shall be those which the members concur through comprehensive discussion and are accountable to the charge put forth by the TC.