

TOWN OF LYME
CHARGE
TOWN BUILDINGS MAINTENANCE COMMITTEE

Summary:

The Town Buildings Maintenance Committee is established to co-ordinate the continuing maintenance of all town buildings.

Background:

The town is responsible for the maintenance of an increasing number of buildings. The major buildings include:

Town Offices and Police Station,
Lela Pike House,
Highway Garage
Fire Station,
Lyme Center Academy Building and
Converse Free Library.

To ensure that these buildings are maintained in an economic and timely manner it is necessary to have a continuing review of their condition. Previously maintenance has been undertaken in an ad-hoc manner. The need is for a committee to plan ahead both for routine maintenance of buildings and to advise when major works may need to be undertaken.

Membership:

The Town Offices Building Committee shall consist of seven members, which shall include the following members:

A Selectboard representative.
The Administrative Assistant.
A representative of the Library Trustees.
Four at-large members appointed by the Selectboard.

The committee shall be a permanent committee. At-large members terms shall be for a period of three years.

Duties:

The Committee shall:

- a. Elect its own chair and establish its own organization, including establishment of any sub-committees necessary for specific functions.

- b. Evaluate maintenance bids and make recommendations to the Board of Selectmen for awarding of maintenance contracts.
- c. Liaise with all relevant Town Departments and Town Boards or Committees to determine the maintenance needs of all town buildings. Where appropriate, the committee should also address the surrounding grounds of any such town building.
- 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.
- f. Ensure that all maintenance work is undertaken in a professional manner and meets environmental regulations, safety laws and regulations, and local land use regulations.
- g. Provide the Select Board with continuing forecasts of anticipated expenditure in the form of a written report, such that the Select Board may make timely requests to Town Meeting for Capital Reserve Fund appropriations.

Susan J. Mackenzie, Chair

Patricia G. Jenks

Charles J. Smith

Revised April 16th, 2015