

## **MEDWAY MUNICIPAL COMPLEX BUILDING COMMITTEE**

**Mission:** The Municipal Complex Building Committee (MCBC) is established to guide and oversee the planning, design, and construction of a new Public Safety and Town Hall complex (or fire, police and town hall buildings) at 120 Main Street. The Committee will ensure the project reflects the needs of the Town's public safety operations, municipal administration, public services, and the community, while maintaining fiscal responsibility and adherence to established timelines. The Committee's work includes the selection of design and construction firms, and contract review, and will conclude upon the buildings' completion and their occupancy.

**Committee Composition:** The Committee shall be made up of the following nine (9) voting and three (3) ex officio, non-voting members:

Two (2) Representatives of the Select Board

One (1) Representative of the Finance Committee

One (1) Representative of the Capital Improvement Committee

One (1) Representative of the Medway Permanent Firefighters Association (Medway Resident)

One (1) Representative of the Medway Police Association (Medway Resident)

One (1) Representative of the Planning and Economic Development Board

Six (6) Citizens At Large

Town Manager or Designee (non-voting)

Police Chief (non-voting)

Fire Chief (non-voting)

### **Committee Tasks:**

#### **1. Project Planning & Design:**

Collaborate with OPM, architects, engineers, the Town Manager, and public safety professionals to create a comprehensive design plan that meets operational needs.

Ensure the design reflects safety, efficiency, and sustainability best practices, aligning with community and departmental requirements.

Provide recommendations on building size, layout, facilities, and technologies required for optimal functionality.

#### **2. Budget Oversight:**

In concert with the OPM and Architect, develop and monitor the project budget, ensuring that costs are controlled throughout the planning and construction phases.

Identify and recommend potential funding sources, including grants, bonds, or other financing options.

Recommend expenditure plans to the Select Board and seek necessary approvals for budget adjustments.

**3. Construction Oversight:**

Conduct meetings regularly during construction to review progress, monitor timelines and schedules, review proposed change orders, and monitor project costs. Advise Select Board of any issues that may delay completion or exceed budget expectations, and also provide input on any proposed design changes once construction has commenced.

Prepare all closeout filings in conjunction with OPM and Town Manager.

**4. Community Engagement & Communication:**

Keep the public informed on project progress through regular updates, public meetings, and other communication channels, including conceptual review public forum at 25% design status.

Address community concerns and feedback related to the project, ensuring transparency and fostering public support.

**5. Timeline Management:**

Set project milestones and ensure that the project stays on schedule from design through construction and final occupancy.

Address potential delays or challenges and recommend strategies to overcome any obstacles that may arise.

**6. Review & Recommendation:**

Provide recommendation to Town Meeting on final design proposal and suggested financing plans.

Conduct periodic reviews of all project phases and deliverables.

Provide final recommendations to the Select Board for approval of major project phases, design changes, or contract awards.

**Reporting:** The Committee will provide periodic reports to the Select Board, including updates on design, budget status, and any issues that may impact the project. Reports will be made on a monthly/quarterly basis, or as needed.

**Timeline:** The Committee shall commence its processes on or after January 2, 2025 and shall present a proposed building plan(s) to the Select Board on or before September 1, 2026, unless additional time may be requested of and granted by the Select Board.