

**TOWN OF EASTON**  
**Municipal Building Committee Charge**

The Municipal Building Committee shall be comprised of nine members, with five members to be appointed by the Select Board, with one member serving an initial term of one year, two members serving an initial term of two years and two members serving an initial term of three years, all as the Board shall designate and all thereafter serving terms of three years. A minimum of two citizens appointed by the Select Board shall possess demonstrable experience in building design, construction, operation or maintenance. The DPW Director, and the Superintendent of Schools shall serve as non-voting ex-officio members of the committee. Two members of the committee shall be appointed annually by the School Committee. The powers and duties of the Municipal Building Committee shall be as designated below:

- 1) Serve as a Building Committee for all school and general government building projects valued at \$500,000 or more, unless otherwise dictated by state or federal law, including the design and construction of additions, renovations, remodeling and repairs to existing buildings and all new buildings.
- 2) Conduct inspections not less than once every five years of all school and general government buildings and maintain a list of repairs necessary to maintain all buildings in good order.
- 3) Assist the DPW Director with the preparation of annual and 5-year Capital Improvement and Maintenance Plans for all school and general government buildings consistent with the policies of the Select Board and School Committee.
- 4) Meet at least annually with the Town Administrator, Capital Planning Committee, Finance Committee, Select Board, School Planning Committee and School Committee to review the 5-year Capital Improvement and Maintenance Plans.