

## Section 4. Building Renovations Committee 10-4

Section 4. Building Renovations Committee 10-4 (a) Composition, Mode of Selection, Term of Office, Vacancies - There shall be a permanent Building Renovations Committee responsible for design review and construction of public buildings, additions to public buildings, renovations and repairs to public buildings and other facilities and such other projects as may be assigned to such committee by vote of the town meeting.

The Building Renovations Committee shall consist of twelve members selected as follows: six members shall be appointed by the Town Moderator, for terms of three years so arranged that the term of two shall expire each year, one person to be designated by the Select Board, one person to be designated by the School Committee, one person to be designated by the Board of Trustees of the Public Library, one person to be designated by the Commission on Disabilities and one person to be designated by the Capital Outlay and Planning Committee, (such persons may, but need not, be members of the multiple member body by which 10-2 Article X, Section 2 was deleted in its entirety by action taken under article 47, ATM May 5, 1999. 10-3 This was Section 3 of Article I when these By-Laws were adopted in 1936. It has been moved to this location as a more suitable place for its subject matter. 10-4 Inserted under article 23, ATM 2002. 38

they are designated) and who shall be designated by the respective multiple member bodies annually; the Finance Director shall serve by virtue of office as a member of the committee either personally or by designating a deputy to attend meetings. The appointing authority as provided in this paragraph shall forthwith, fill any vacancy, which occurs in the membership of the committee.

The Building Renovations Committee may appoint not more than three persons to represent the interests of the users of any facility being constructed, remodeled or renovated to serve as advisors to the Building Renovations Committee during the period of such construction, repair or renovation. Such persons may participate in the discussions of the Building Renovations Committee, but shall have no power to vote.

(b) Powers and Duties - The Building Renovations Committee shall be responsible for the supervision of all building and or facilities related projects, which are approved and or funded by any motion under any article at a town meeting.

The Building Renovations Committee shall be responsible for the assignment of all town meeting approved design and or construction projects, (and whether termed construction, reconstruction, remodeling, renovation, repair, or otherwise), the

building committee shall be responsible for soliciting, reviewing, negotiating and awarding all contracts for the design and or the construction of buildings or other facilities, it shall be responsible for the supervision of all periodic design review, construction management and construction work in progress. The committee may delegate the periodic design review responsibility and or the construction management responsibility and or the day-to-day construction administration responsibility to an employee (e.g. a clerk of the works) and or consultant(s) and or it may assign such responsibility to one or more members acting as a sub-committee of the full committee.

The Building Renovation Committee may, with the approval of a sponsoring agency, call upon any town agency or their employees for assistance, as it may deem to be necessary and or desirable in the furtherance of its responsibilities.

The Building Renovations Committee shall be the approving agency for payment of all invoices submitted in connection with construction and design of projects assigned to it. The Building Renovations Committee may delegate its approval responsibility of individual invoices to its chair, or to the chair of a sub-committee established for a particular project

The Building Renovations Committee shall be responsible for review and approval of change orders for projects under the committee's responsibility. The Building Renovations Committee may delegate its approval responsibility of individual change orders to its chair, or to the chair of a sub-committee established for a particular project. Any such change orders must be formally approved at the next regularly scheduled meeting of the committee, such vote shall identify the source of funding. 39

The Building Renovations Committee shall be responsible to review and approve all preliminary and or final design plans to ensure such documents are in compliance with the program specifications and or scope of work requirement(s) of the sponsoring agency, and which will become the basis for developing preliminary cost estimates and or final bid solicitations. The committee shall be authorized to engage such structural engineering and or other consultants' effort as may be necessary to carry out its design review related responsibilities, the funding for such effort shall be included in the town meeting approved funding for such project.

The Building Renovations Committee shall, be authorized to engage construction management effort as may be necessary to carry out its construction management-related responsibilities, the funding for such effort shall be included in the town meeting approved funding for such project.

The Building Renovations Committee shall, be authorized to engage construction administration effort as may be necessary to carry out its construction administration

related responsibilities, the funding for such effort shall be included in the town meeting approved funding for such project.

The Building Renovations Committee shall have the authority to transfer unspent funds from a completed project to an incomplete project with insufficiencies, provided however funds are available as verified by the Finance Director, and that such transfers will not result in a change in the scope of work approved by the town meeting.

The Building Renovations Committee shall file, at least annually, a report listing all projects under the jurisdiction of the committee and the status of the work.

Notwithstanding any report which may be prepared for publication in the annual town report, the report required by this paragraph shall be based on a fiscal, not a calendar, year.

Independent reference excerpt. Consult the official town PDF for authoritative formatting and subsequent amendments.

Source: <https://www.town.canton.ma.us/DocumentCenter/View/13507/GENERAL-BY-LAWS-2025#page=38>