

Space Needs Committee Charter

The Space Needs Committee (SNC) is established under the authority of, and is accountable to, the Board of Selectmen (Board) of the Town of Chichester (Town). It shall function as stipulated in this document and by the requirements of the Town and Board. This charter can be dissolved by the Board of Selectmen at any time by majority vote.

SNC Purpose: To: assess and research all Town buildings and land; analyze and determine current and future building and land needs (25-year window); recommend improvements to existing Town properties; recommend new building needs; recommend and guide/lead the process of planning for the reorganization of space within current Town buildings, expansion of current buildings or the building of new facilities. (Consultation) (Capital Improvement Plan Involvement)

This includes, but is not limited to:

- Building new or restructuring old facilities
- Reorganizing/repurposing facility space to improve the employee work experience and customer service experience
- Reviewing employee health and safety, e.g. air quality, ingress/egress, security, etc.
- Reviewing current and future storage requirements
- Assessing current and future technology (internet, on-line, etc.) building space requirements, including public access to their information
- Improving building energy efficiency
- Planning for facility growth based on expected population growth and use
- Ensuring space equality for all employees
- Finding, assessing and recommending possible land for future purchase and use
- Recommending disposal (sale/donation) of Town-owned property based on current and future need
- Ensuring American Disabilities Act (ADA) compliance
- Ensuring appropriate parking and signage for all facilities

Specific Space Committee Responsibilities:

- Perform a complete review of the condition, strengths and weaknesses of current facilities and how they relate to Town needs and usage
- Understand current facility usage and understand future needs to include meeting current and future industry standards as set forth by NFPA and other applicable industry standards.
- Review all current and future recreational needs. This should include all ball fields, soccer fields, etc. Determine if there is adequate property to meet Town objectives
- Document all owned acreage, as well as acreage to be acquired based on Town need
- Annually (or more frequently as needed) inspect and review all Town properties
- Recommend improvements to current building structures, as appropriate
- Recommend construction and renovation projects to the Board
- Recommend any amendments to a construction or renovation project to the Board

- Review and recommend the acquisition of property to the Board
- Review and recommend the acceptance of donations of property to the Board
- Review and recommend to the Board proposals for the disposal of property
- Work with the Town Administrator to create a building/rebuilding/maintenance budget accounting for anticipated expenses. (This budget is subject to approval by the Board and Budget Committee.)
- Work with the Town Administrator to create detailed requests for proposals
- Work with the Town Administrator to make recommendations on the selection of an architect/contractor. All such recommendations shall be submitted to the Board for approval.

Organization:

The SNC shall consist of not less than five or more than nine members. It is intended that the members will serve through the duration of the project.

- Representation on the SNC should include people with the following skills/roles: building/construction trade expertise; financial expertise; engineering expertise; safety and security expertise;
- Other people, ex officio, should be used as resources to the SNC, but are not required to be a member of the SNC.
- There shall be a special effort to involve all Board members, department heads, other staff, facility users (Lions Club, boy and girl scouts, garden club etc.) and interested residents in the input process through interviews, user group meetings and questionnaires in order to clearly communicate to the SNC their needs and wishes.
- The SNC shall meet monthly and on an as-needed basis
- The SNC shall report to the Board monthly through minutes of meetings and/or by presentations by BNC members
- SNC decisions will be by consensus. If consensus is not forthcoming, a formal vote should be taken with a two-thirds majority vote of those present required for approval. Once a decision is made, it is considered final for the SNC and will not be revisited, and should be supported by all the SNC members
- If it should become necessary for one of the SNC members to resign, or in the unlikely case that a member would need to be removed by a two thirds majority vote of the SNC, then the SNC will search for a replacement
- The SNC will continue to operate until the project is complete, the SNC determines that no further progress can be made, or until it is disbanded by the Board
- SNC meetings shall be held in open session and follow the appropriate RSAs concerning public meetings and Right to Know.

Approved on June 6, 2023

 Richard Bouchard	 Edward Millette	 Stephen MacCleery
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