



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE  
SELECTBOARD**

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## **2015 Facilities Committee Charter**

### **Purpose**

The Brookline Selectboard has established a 2015 Facilities Committee to assist the Selectboard with the following tasks:

- Provide oversight for the exterior painting of the library, including reglazing of the windows
- Enhance landscaping around the back entrance of the town hall
- Pursue energy efficiency opportunities for town buildings
- Update the six-year maintenance plan for all town facilities for inclusion in the next Capital Improvements Plan and 2016 budget
- Assess potential changes and additional future uses of the transfer station with the Road Agent

The Committee and its charter shall expire at the end of the March 2016 town meeting.

The Committee does not have a line item in the budget, however there is a budget of up to \$14,000 for the windows and exterior painting of the library and up to \$5,300 for the ambulance bay doors. Any expenses will follow the town's Purchasing Policy.

### **Organization**

The Facilities Committee shall consist of six permanent members appointed by the Selectboard, including a representative from the Selectboard, Finance Committee, and the Town Administrator. Additional (ad hoc) members may join the committee at various points in time, at the discretion of the committee.

### **Scope**

For each of its main tasks, the Facilities Committee shall focus on completing the specific tasks noted below:

## 2015 Facilities Committee Charter

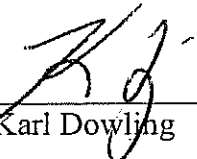
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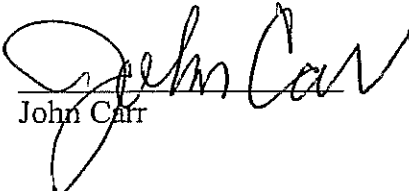
- Library exterior (April-August)
  - Complete bidding process
  - Conduct reference checks
  - Recommend contractor to Selectboard for approval
  - Provide oversight to contractors during project work to ensure objectives achieved within budget
  
- Improvement of landscaping at town hall (April-July)
  - Decide on improvements based on plan provided to Town in 2014
  - Recommend financing of plan to Selectboard (i.e., potential use of trust fund)
  - Carryout site improvements
  
- Ambulance bay door drainage – (May- July)
  - Coordinate project-related work with Ambulance Director consistent with last year's work on the other doors
  - Determine if bidding process is advisable; make recommendation to Selectboard
  - Provide oversight to contractor during project work to ensure objectives achieved within budget
  
- Update six-year maintenance plan for town facilities (July-Sept)
  
- Begin multi-year plan to realize energy efficiency opportunities (July-Dec)
  - Complete benchmarking submission of one years' electricity usage to EPA database; maintain database on monthly basis moving forward
  - Identify inefficiencies based on benchmark data and address them
  - Participate in Nashua region Power Purchasing Agreement opportunities
  - Research wood heat alternatives; follow progress in Hollis on same
  
- Assess potential changes and additional future uses at transfer station location with Road Agent
  - Evaluate and recommend any changes to current transfer station structures (buildings) and/or services (i.e., septic, well)
  - Discuss additional potential uses (i.e., DPW) and whether funds should be sought in 2016 to hire an engineering firm to draw up conceptual layout plan.

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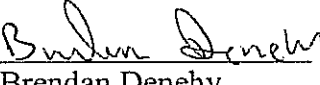
Committee charter adopted on April 13, 2015.

  
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Darrell Philpot

  
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Karl Dowling

  
\_\_\_\_\_  
John Carr

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Susan Adams

  
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Brendan Denehy