

FIRE STATION BUILDING COMMITTEE
Committee Charge

Adopted by the Select Board 10/6/2025
Amended by the Select Board 11/3/2025

I. Purpose

The Fire Station Building Committee (FSBC) shall be tasked with overseeing the development of program requirements, design, construction, and delivery of a new Fire Station for the Tyngsborough Fire Department.

II. Charge

The FSBC shall represent the Select Board on all matters related to the design, construction, and delivery of a new Fire Station for the Tyngsborough Fire Department.

Schematic Design: During the schematic design phase, the FSBC shall work with the Town's designer, as selected by the Designer Selection Committee and the Town Manager to complete the schematic design for a new Fire Station. The Committee shall meet regularly with the schematic designer to shape the schematic design of the new fire station. The FSBC shall, at regular intervals, provide updates to the Select Board through formal reports and joint meetings as necessary.

Town Meeting Approval: Upon the completion of the schematic design, the FSBC shall work with the Select Board to engage in a public awareness campaign surrounding Town Meeting action to consider the funding of the next phases of the project which shall include final design, construction documents, and construction. This phase may include hosting public forums and other forms of public outreach.

Owner's Project Manager: Upon approval of funding for final design and construction, the FSBC shall be responsible, with assistance from the Town Manager's Office in accordance with applicable laws, selecting an Owner's Project Manager (OPM) to manage the design and construction of the project. Throughout the duration of the project, the FSBC shall be the reporting authority for the OPM and shall direct the OPM on behalf of the Town.

Final Design: Upon receipt of funding for the final design, the FSBC shall work with the selected architect and the OPM to complete the design in accordance with the program needs and in the Town's best interest. The FSBC shall, at regular intervals, provide updates to the Select Board through formal reports and joint meetings as necessary.

Construction: During the construction phase of the project, the FSBC shall oversee and direct the efforts of the OPM and meet with the OPM and project team at regular intervals to review progress, address any issues, review and/or approve change orders and manage all aspects of the construction on behalf of the Select Board.

Financial Oversight: The FSBC shall, during the final design & construction phase, review and approve all project invoices and ensure the project remains aligned with the project budget. The FSBC shall be responsible for providing regular updates to the Select Board and Finance Committee on the project’s financial status.

III. Membership

The FSBC shall consist of nine (9) members as outlined below. All members shall serve a term to commence at appointment and expire at the completion of the project unless otherwise removed or replaced by the appointing authority.

Appointee	Appointing Authority
Town Manager	Select Board
Assistant Town Manager	Town Manager
Fire Chief	Town Manager
Assistant Fire Chief	Town Manager
Select Board Representative	Select Board
DPW Superintendent	Town Manager
Finance Committee Representative	Finance Committee
Resident at Large	Select Board
Resident at Large	Select Board
Associate, Non-Voting Resident at Large	Select Board
Associate, Non-Voting Resident at Large	Select Board

IV. Meetings and Compliance with Massachusetts General Law

All meetings will be held in accordance with the Massachusetts Open Meeting Law. Meetings may be held in-person, virtually, or in a hybrid combination, so long as the law permits. The FSBC shall be considered a public body for the purposes of the open meeting law and its records subject to the public records law.