

Town of Uxbridge Committee Charge

Name of Committee:	LIBRARY BUILDING COMMITTEE
Type:	Time-Limited
Legal Reference:	Home Rule Charter
Appointing Authority:	Select Board
Number of Voting Members:	Seven (7)
Term:	Length of Building Process, est. 5-6 yrs
Time Commitment:	Monthly meetings, more if timeline demands it

Composition:

- Community Members (4), ideally with experience in architecture, construction, project management, library services, finance, or community engagement
- Library Trustees (2)
- Library Director (1)

The committee from time to time may feel that additional expertise in certain areas may be required and Ex-Officio/Ad hoc members may be asked to participate as needed and will be considered non-voting members of the committee; these members will be added at the Committee Chair's discretion with the approval of a majority of the voting members of the committee.

Purpose:

To oversee the planning, design and construction of a new or renovated library facility and secure construction grant funding through the Massachusetts Public Library Construction Program.

Charge:

The Uxbridge Library Building Committee (ULBC) guides the planning, design, and construction of a new or renovated library facility that meets the community's needs. The committee collaborates with the Board of Trustees, library staff, and key stakeholders to set project goals and oversee the selection of an Owner's Project Manager (OPM), architect, and construction team.

The committee will familiarize itself with modern library design principles, review the Library Building Program, and ensure the Town meets all requirements for state construction funding eligibility. Committee members play a vital role in community engagement, ensuring transparency and public input throughout the process. They oversee design, accessibility, and sustainability while ensuring the project remains within budget and securing necessary funding through grants, sponsorships, and donations. The committee monitors construction progress, resolves challenges, and evaluates the completed facility to ensure it meets operational needs. Members are expected to actively participate in meetings, decision-making, and advocacy to support the successful completion of the project.

All major decisions will be brought to the ULBC for review, approval and formal submission to the Uxbridge Board of Library Trustees and Town Manager for final approval as required.

Tentative Timeline of Tasks:

- Planning and Design Phase (Approx. 9 months, ending December 2025)
- Independent Review of MPLCP Level of Design (Approx. 2 months)
- Town Meeting Vote (March-June 2028)
- Final Design & Documentation (July 2028 – June 2029, 12 months)
- Bidding for Waitlisted Projects (July 2029)
- Construction Period (August 2029 – December 2030, 16-24 months)

The ULBC will work with the Library Director and Town Manager to ensure the public is kept informed and engaged with the library construction project. Regular updates (at least quarterly) will be provided to the Select Board, the Town Manager, and the Board of Library Trustees.