RESPONSIBILITIES AND DUTIES
IN THE EXPANSION TO THE WEEKS PUBLIC LIBRARY
FOR THE BUILDING COMMITTEE,
HEREAFTER REFERRED TO AS “THE COMMITTEE”.

The Building Committee as of May 2, 2017 is comprised of: Leonard Schwab, Craig McLaughlin, Trisha Gray, Dale Rockefeller, Trustee Liaison, and Denise Grimse, ex officio.

The Committee will include one Library Trustee, the Library Director as ex officio member, and up to 4 other people at the outset. Total number of committee members may change, as need dictates. The Library Trustee on The Committee will serve as Liaison between the Library Trustees and The Committee.

Who can serve: The Committee will be made up of one Library Trustee, as mentioned above, and persons who are either residents of Greenland or who operate businesses in Greenland.

The task: In acknowledgement of the significant effort and time-consuming undertaking that involvement in the Building Committee will require, members of The Committee will be recognized in an appropriate manner and forum for their important service to the Greenland Community in implementing the construction phase of the expansion to the Weeks Library.

Length of service: Persons will serve a minimum of one year and reevaluate their continuing service at year’s end. Maximum number of years is negotiable and depends on the progress of the expansion.

Responsibilities and Duties of The Committee:
• They are invited to attend any Trustees’ meeting with Lavallee Brensinger.
• Before construction begins, and in preparation for the building process, they will arrange meetings with Lavallee Brensinger that are separate from the monthly trustee meetings. These meetings will be posted, minuted, and shared with Trustees.
• All binding decisions taken by WPL Trustees.
• As a result of their participation in meetings with Lavallee Brensinger, they may be asked to participate in Town meetings.
• They will coordinate responsibilities and duties with the Construction Manager.

Responsibilities and Duties of a Construction Manager (CM):
• Once construction begins, the CM is the on-site overseer of the active construction phase of the expansion.
• During construction, the CM will be knowledgeable of the construction schedule and facilitate all communication between their on-site work and The Committee and the Trustees.
• During construction, the CM may make appointments, field questions and relay same to The Committee, the Trustees, and meet with any worker in order to facilitate work on construction.
• All binding decisions taken by WPL Trustees.

rev. June 9, 2017