

Town of Gouldsboro
Town Office Facilities Advisory Board

1. Establishment

The Select Board hereby establishes the Town Office Facilities Advisory Board (TOFAB) as a temporary advisory body pursuant to the Board's general authority to appoint advisory committees.

2. Purpose

The purpose of TOFAB is to evaluate the Town's current and anticipated municipal office space needs and to provide the Select Board with clear, actionable recommendations regarding the most prudent long-term approach to addressing those needs.

3. Scope of Work

The Committee shall:

- Identify and document deficiencies in the existing Town Office facility, including heating, electrical systems, space constraints, records-retention and vault requirements, and code, safety, and accessibility considerations.
- Evaluate options including targeted system upgrades, renovation or expansion of the existing building, or construction or acquisition of a new municipal facility.
- Prepare high-level comparisons including cost ranges, operational impacts, long-term flexibility, schedule, and risk.
- Recommend a preferred path forward and, if appropriate, a viable alternative.

4. Out of Scope

The Board shall not issue RFPs, select vendors, negotiate contracts, direct staff, or commit Town funds.

5. Membership

The Board shall consist of four to six members appointed by the Select Board, including two Select Board liaisons and the Town Manager serving ex officio. The Select Board shall appoint the Chair. All members serve at the pleasure of the Select Board.

6. Term

The Board shall serve for a term not to exceed 120 days and shall dissolve upon submission of its final report.

7. Meetings

Meetings shall be held as necessary and comply with applicable open-meeting requirements.

8. Deliverables

The Board shall submit a written report and present its findings to the Select Board.