

APPROVED by Board 12-20-11

Unitarian Universalist Church of Brunswick

Charge to the Building Team

December, 2011

## INTRODUCTION

Following the church fire on June 6, 2011, the Board of Trustees formed a Recovery Team to address immediate needs for continuing the activities of the church and to begin the congregational process of moving forward toward rebuilding.

The Recovery Team facilitated and accomplished many tasks including securing interim meeting spaces, mitigating fire damage in the church building, negotiating and resolving the insurance claim and payments, hiring an architect and guiding the congregation through a process to commit to a building development plan, and contracting for the demolition of the church building. The Trustees and the Church are deeply grateful for the dedication and hard work of the Recovery Team over the past seven months. Now the Recovery Team is handing responsibility to a newly formed Building Team to complete the recovery process and to facilitate completion of a building.

## PURPOSE

The Building Team is established by the Board of Trustees. It shall take direction from, and report to, the Board.

The purpose of the Building Team, acting as an agent of the Board, is to provide overall direction and support for the processes and activities necessary to complete the building project for (1) a new church building on Pleasant Street, and (2) the possible rebuilding of Pennell House. This work includes responsibility for planning, budgeting, design, timeline and implementation through to occupation of the new space.

The ultimate responsibility for entering into contracts and making financial obligations resides in the Board of Trustees and the Congregation. However, the Building Team is charged with conducting due diligence in negotiating contracts, working with contractors making timely decisions, and managing project finances while keeping the Board and Congregation informed of activities and progress on a regular basis.

## RESPONSIBILITIES

### **Decision Making**

- Work with the Architect in the design process to provide direction consistent with input from the Congregation and the church's financial resources

APPROVED by Board 12-20-11

- Facilitate congregational discussions about design development at key stages to secure feedback about major design decisions
- Review building project budget proposals and make recommendations to the Board for approval by the Congregation; with Board approval, present proposals to the Congregation to determine the scope of project to be undertaken and authorization to build
- Consult with the Capital Campaign Committee and other development efforts to ensure coordinated planning and timely congregational decision making

### **Operational Oversight**

- Act as the Architect's client on behalf of the Board of Trustees and Church
- Oversee the completion of demolition which was initiated and negotiated by the Recovery Team; coordinate and monitor the work of all contracted parties through completion of demolition
- Work with the Architect to develop a contractor bid process, identify contractors to invite for bidding, ensure candidates' adequate experience, financial capacity, insurance coverage and other qualifications before selecting a contractor for consideration; present a list of contractors for approval by the Board
- Work with the Architect to recommend a General Contractor, or Construction Manager for approval by the Board
- Recommend a Clerk of the Works or other personnel with oversight to protect the Owner's interests
- Develop procedures for ensuring all contractors meet their obligations; monitor progress against established timelines, contracts and budgets
- Continue and/or complete any unfinished work of the Recovery Team, including replacement of contents lost in the fire which may not be directly tied to the building project
- Coordinate celebratory events with other planning committees of the Church

### **Financial Oversight**

- Develop building budget; coordinate all financial matters with the church Treasurer
- Establish a financial tracking and reporting process; report project financial status regularly to the Team and monthly to the Board
- Continue the reconciliation process of the insurance claim for additional coverage available through to the completion of the building project
- Monitor all billing and payment schedules

APPROVED by Board 12-20-11

- Approve project expenditures for disbursement by the Treasurer
- Assist with operational budget projections and planning for the fiscal year following occupation date

### **Communication**

- Keep the congregation informed about progress; plan for adequate time, communication, information-gathering and information sessions with the congregation before voting meetings
- Report to the Board and Congregation on a regular and timely basis, including – weekly reports and other communications as needed
- Coordinate with communications efforts of the Development Committee about messaging for the Capital Campaign and other fundraising efforts

### **TEAM MEMBERSHIP**

The members of the Building Team appointed by the Board of Trustees are:

- Steve Eagles, co-chair
- Jessica Tracy, co-chair
- Jud Caswell, note taker
- Dave Damour, project finances
- Erik Hansen
- Laura Jackson
- Dexter Kamilewicz
- Deb Zorach
- Ex Officio: Sylvia Stocker, Michael Heath