

STAR ISLAND CORPORATION

COMMITTEE CHARGE

Committee Name

Strategic Facilities Planning Committee (SFPC)

Role

To assist the Star Island Corporation (SIC) board with policies and programs related to island facilities and to assist SIC staff by providing relevant input and work product.

Responsibilities and Activities

Facilities and Organization

- Maintain general overall awareness of the state of Star Island facilities.
- Assess island facilities on a periodic basis: buildings and structures, monuments, utilities, landscape, roadways, walkways, vehicles, and equipment.
- Offer feedback and support to SIC staff relative to facilities projects and the annual capital projects program.
- Recommend goals, policies, and strategic plans for the island's facilities in keeping with the overall mission of the SIC.
- Support other SIC committees in committee work related to facilities project or SIC property standards.

Technical Specialties

- Assist staff in designing, implementing, and monitoring projects in conformance with all relevant standards.
- Act as independent technical resource through monitoring of external (federal/state/local) regulatory requirements and through monitoring relevant technical developments, innovations, and best practices; assess compliance and opportunities for improvement.
- Make recommendations to SIC staff regarding communications from the SIC staff and/or board to corporation membership, outside entities, or the public regarding technical strategies and plans.

Property Standards

- Evaluate and update property standards, zone map, and guidelines as necessary to ensure standards comply with external regulatory requirements.
- Provide support to SIC staff and board relative to property standards, including any special exceptions requiring approval.

Expectations of Members

- Understand the committee's responsibilities/activities and their relationship to the SIC's strategic plan.
- Attend meetings in person or via video conference.
- Participate in activities and tasks required to fulfill the role of the committee.
- Act as an ambassador for the committee and its work.
- Possess technical knowledge that contributes to the committee's responsibilities, including industry or best-practice experience relevant to improving Star Island's facilities and the SIC's management of those facilities:
 - Architecture
 - Engineering: civil, environmental, electrical, mechanical, structural
 - Building design and construction
 - Land use, planning, and zoning
 - Appraisal and real estate finance
 - Public and fire safety
 - Regulatory compliance
 - Resource conservation
 - Historic preservation
 - Related fields

Member Terms

Members have three-year terms that may be renewed for one additional three-year term, unless otherwise approved by the board. After being off the committee for one-year, former members may be approved for a new term.

Committee Composition

Eight to ten people with one member, chosen by the board, to serve as chair; two members may also be approved as co-chairs. A sub-committee shall be designated to focus on property standards. The board will appoint a board liaison as a non-voting member, and the CEO will appoint a staff liaison as a non-voting member. The committee chair, CEO, and/or board may also recommend advisors with specific experience or knowledge. Advisors are non-voting and must be approved by the board each year.

Meeting and Reporting

- Meet at least five times a year: late winter/early spring meeting to assess strategic challenges for the upcoming season; spring meeting (early May) on-island to review current open-up projects; late summer/early fall meeting to develop capital budget input for the winter budgeting season; fall meeting to review challenges of season and plan to mitigate in the next season; winter meeting for strategic project planning and reporting for the SIC's annual meeting. Additional meetings for special projects as appropriate.
- Meeting notes will be taken and made available to the board and staff.
- An Annual Report will be provided to the SIC office for inclusion in the SIC's annual meeting materials packet. The committee will provide additional reports to the staff and/or board as circumstances require. Such reports may be made by the staff and/or board liaison. The chair may delegate production of the reports as they see fit but remains responsible for their timely delivery.

Special Provisions

The board liaison will be responsible for communicating changes in the SIC's strategic plan to the committee. The committee chair (with such assistance as they may gather from the committee) will be responsible for reviewing the strategic plan for areas in which the committee expertise may assist the SIC in achieving its goals. Committee goals for the year will typically be set in late winter/early spring and modified as indicated should strategic challenges arise during the course of the season. Progress towards goals will typically be assessed in the winter meeting, for inclusion in the SIC's annual meeting materials packet.

Approved Date: *April 2, 2024*