

### **Public Works Garage Building Committee Charge**

The Public Works garage services three departments – the Highway Department, the Parks & Recreation Maintenance Department and the Board of Education Maintenance Department. During storm events, it is used around the clock. It houses close to 100 pieces of equipment valued at over \$4 million dollars. The facility is in need of upgrade and expansion to allow the employees to properly maintain the Town's equipment and to provide appropriate work and rest space during storm or emergency events. At the same time as upgrading and expanding the space, we must also comply with new OSHA safety regulations and DEEP environmental standards. In addition, the Town should use the opportunity to implement programs to save energy and maintenance costs and consider future use of the building up to 15 years in the future.

A building committee is required to move this project forward, oversee the implementation and provide general supervision over the design development and construction phases of the project.

The Committee shall consist of seven (7) members appointed by the Board of Selectmen. Five (5) members shall come from the public but one (1) must have experience in building trades, construction management, and/or architecture. Ex officio members are to include the First Selectman, Public Works Director, the Parks & Recreation Director, the Finance Director, the Town Administrator and the Director of Facilities for the Board of Education. Minority party representation on this committee will be in accordance with CGS 9-167a.

The Building Committee is hereby authorized and charged to:

1. Select from its membership a Chairman, Vice Chairman and Secretary;
2. Organize a regular meeting schedule;
3. Prepare and approve agendas and minutes of Committee activities in accordance with Roberts Rules of Order and in compliance with the State of Connecticut Freedom of Information Act;
4. Select design and construction professionals as required to deliver the project and negotiate satisfactory fees;
5. Establish an implementation schedule for the project in consultation with the Architect, Owner's Representative (if hired) and project development group (see note);
6. Provide oversight of selected professionals;
7. Work with the Architect and project development group to ensure that professionals design cost effective space which meets programmatic goals;
8. Review and refine budget estimates prepared by the project development group for presentation to the Board of Selectmen and Board of Finance;
9. Review and present applications prepared by the project development group to the proper town, state and federal regulatory authorities to carry out the project;

10. Review and comment on all schematic, design development and construction drawings; construction documents; and construction and bid specifications to prepare the project for competitive bidding
11. Provide oversight of the construction phase of the project and the expenditure of the provided appropriation;
12. Follow all Building Committee Guidelines as promulgated by the Board of Selectmen;
13. Provide a financial update on a monthly basis to the Board of Finance, with the assistance of the Finance Department; and
14. Report to the Board of Selectmen at least quarterly on the progress of the project.

Note: The Project Development Group is comprised of:

- Director of Public Works
- Assistant Director of Public Works
- Supervisor of Facilities Maintenance
- Highway Department Foreman
- Supervisor of Parks Maintenance
- Board of Education Director of Facilities