

PUBLIC BUILDING COMMITTEE

Members. There shall be a Public Building Committee composed of five (5) regular and two (2) alternate members, electors of the Town in conformance with the minority representation requirements of C.G.S. § 9-167a , all to serve for terms of four (4) years each. In the month of December of each year the Selectmen shall appoint an elector to fill each expired term. Each member shall hold office until a successor is appointed and qualified. For the initial Committee appointments, one member shall be appointed for a one-year term, two members for a two-year term, and two members for a three-year term.

Duties. It shall be the duty of the Public Building Committee with the assistance of the on call Architectural and Engineering professionals or any other outside professionals that are deemed appropriate to develop preliminary plans and cost estimates and supervise the construction of, addition to, or alteration of any capital project and any other project at the Board of Selectmen's discretion, approved by the Selectmen, based upon a statement of need, including specified requirements and specifications. Plans and estimates should include, where necessary, land acquisition costs, site improvement and other appurtenances, together with any equipment and furnishings.

This Public Building Committee shall be the official Building Committee for the Town of Hebron. Additional members may be added to the Committee based on the requirements of the project(s) that the Committee is overseeing and /or as may be proscribed by law.

Preliminary Approval. (a) Should any Board, Commission or Municipal Department determine that the Town needs require the construction of, addition to, or alteration of a building or any Town owned property, then said Board, Commission or Department shall submit a statement of need to the Town Manager for consideration to the Selectmen. Upon receipt of such a statement of need, the Town Manager shall determine if it needs to be placed on the Selectmen's agenda. Said requesting Board should appear at any Selectmen meeting wherein said statement of need appears as an agenda item and testify in support of said statement. The Selectmen, after review of the statement of need, may approve said statement. (b) In the event the Selectmen approve the statement of need, the Selectmen may choose to forward said statement to the Public Building Committee within five (5) business days. The Public Building Committee shall secure cost estimates. The Public Building Committee shall forward said cost estimates together with a request for appropriation to develop preliminary plans and estimates, to the Town Manager for placement on Selectmen agenda. (c) In the event the Selectmen approve said appropriation request, it shall follow the Town Charter provisions in securing the appropriation, the Town Manager may thereafter select and engage, and in the name of the Town, enter into contracts following the RFP process for all professional services including but not limited to architects, landscape architects, engineers and clerk of the works for appropriate services, in all cases subject to appropriations as set forth herein. Said Design Professionals shall thereafter prepare preliminary plans and project construction budget.

Review and Cost Estimate. (a) Upon completion of the preliminary plans and development of a project construction budget, the Public Building Committee shall promptly forward such to the Board, Committee, Municipal Department, and Town Manager which created the statement of need for review and a finding of substantial compliance with said statement of need. (b) In the event the Board, Committee or Municipal Department which created the statement of need finds the preliminary plans and cost estimates to be in substantial compliance with said statement, they shall forward same to the Town Manager for placement on the Selectmen agenda to secure funds for final plans, specifications, architectural fees and construction cost. (c) The original statement of need shall not be changed without Selectmen approval. Any change in a statement of need, or any increased costs which are not reflected in the original statement of need must be resubmitted by the Board, Commission or Department which created said statement to the Town Manager for placement on the Selectmen agenda. Any such change must be approved by the Selectmen.

Project Appropriation. In the event the project appropriation is approved by a majority vote of the Selectmen and all Town Charter requirements are upheld for appropriating project funds, the architect shall then prepare final plans and submit same to the Building Committee for review and if deemed appropriate and acceptable shall forward on to the Town Manager with a recommendation(s).

Contracts. No bid can be accepted if it does not fall within the approved appropriation. If no bid falls within the approved appropriation, then all bids shall be rejected and the statement of need shall be returned to the Town Manager for revision and resubmission to the Public Building Committee.

All bids that fall within said appropriation and are accepted by the Public Building Committee under the aforesaid procedure, will be forwarded by the Committee along with a recommendation to the Town Manager.

Monthly Reports. If there are projects being worked on by the Committee, the Public Building Committee, in conjunction with the Finance Director, shall submit a written status report at least monthly to the Town Manager. Said monthly report shall include total project cost, total contracts approved and let, total expenditures made on each contract to date, and all additions to or deletions from each contract.