

## Town of Fairfield Penfield Building Committee

### Committee Charge

A Penfield Building Committee (PBC) shall be established to review and recommend options and manage the repair of the Penfield Pavilion for the Town of Fairfield (Town).

The PBC shall be guided by the engineering analysis, coastal engineer's report, geotechnical report, FEMA standards and guidelines, flood mitigation plan, technical reports, comments from the public, including public meetings, and neighborhood concerns.

The PBC shall retain appropriate design professionals (architect, structural engineer, coastal engineer and geotechnical engineer) for site review, design and contract administration, and shall retain additional design, engineering and specialty consultants as may be required in accordance with Town selection and procurement standards and requirements.

The PBC may retain a construction manager/owner's representative to facilitate and accomplish the repair of the Pavilion. The PBC will follow all statutory requirements in regards to any energy savings or green initiatives.

The PBC shall organize their scope of work and estimate the costs and request appropriate funding. The estimate of total project cost, schedule and schematic design documents shall provide the basis for the request for project funding to be submitted to appropriate Town bodies and agencies. The PBC shall seek any grants that may be available to help cover or reduce costs.

The PBC shall consist of not less than 7 and not more than 11 members. The committee shall meet as frequently as needed to move the project forward in a timely manner and shall maintain minutes and an orderly record and shall comply with Town and State statutes and regulations. The PBC shall follow all practices outlined in Town building committee manuals and the 2007 report issued by the Building Construction Review Committee.

Members of the PBC shall be appointed by the Board of Selectmen and confirmed by the Representative Town Meeting (RTM). The Committee shall report to the Board of Selectmen through the office of the First Selectman.

The Committee will consider the following as it evaluates and recommends project options:

- How to minimize the ongoing cost of maintenance and operation of the building and the improvements
- How to incorporate appropriate "green" initiatives and capabilities within the design and operation

- How to incorporate “time tested” options, design features and construction techniques
- How to maximize the opportunity for insurance/FEMA reimbursements and ensure timely processing of all reimbursement paperwork requirements
- Consider and integrate any flood mitigation measures or design components into the overall plan, as appropriate

Approved by BOS on 10/16/13