

**Municipal Office Building Committee Charge
Charge Revision Meeting Date September 2, 2015
Board of Selectmen Resolution**

At a meeting of the Board of Selectmen held on September 2, 2015 on a motion made by Mr. Walter, seconded by Mr. Malavasi, the acceptance of the Municipal Office Building Committee charge amending the Committee membership in Section 1 was approved and sent to the Town Meeting for approval.

RESOLVED: That a Municipal Office Building Committee is hereby established for the purpose of the design and construction of Municipal Offices. The committee is charged with (1) the planning, design, demolition, renovation, repair and reconstruction of the former Nathan Hale-Ray Middle School building located at 1 Plains Road, Moodus, Connecticut, which shall include, without limitation, (i) the demolition of approximately 18,300 square feet constituting the Ray portion of the building, (ii) the renovation, repair, fit-out and conversion of classrooms, offices, conference rooms, public areas, lavatories, and storage space and other support areas located within the Nathan Hale portion of the building, including renovations to gymnasium space to be used by the Town's Parks and Recreation Department and as a polling location, (iii) the installation of a vault for the Town Clerk's office, (iv) code compliance work, including handicapped accessibility code improvements, (v) hazardous material and asbestos abatement, (vi) the renovation and/or conversion of interior spaces, the making of exterior façade improvements, the restoration of the exterior shell of the building, masonry restoration, and the installation of new windows, doors and roofing systems, (vii) room, wall and floor construction and renovations, and (viii) electrical, mechanical, plumbing, lighting, HVAC system and other building system improvements; (2) the construction of a free standing garage to house police and municipal vehicles and equipment; (3) the purchase of furniture, fixtures, equipment, IT infrastructure, and other materials for the foregoing project; (4) site improvements, including parking, lighting, regrading and improved site lines; (5) the pavement, resurfacing, sealing and repair or replacement of the existing tennis courts; (6) the preparation and printing of bid documents, cost estimate reports, traffic and other studies, environmental reports, informational materials and other preliminary materials, studies and reports related to the project; and (7) design, demolition, construction, site work, permit fees, engineering, construction management, architectural, insurance, testing and inspections, legal, administration, temporary and permanent financing, costs of issuance, printing, capitalized interest and any other costs and expenses related to the project.

Section 1. The Committee shall consist of 7 members and 3 (2) alternates, to be appointed by the Board of Selectmen. The term of office of said members shall continue until the project is complete and accepted by the town and the committee is discharged, except that any member may resign or be removed by a vote of the Board of Selectmen for just cause. Any vacancy on the Committee shall be filled by the Board of Selectmen. The Committee shall select its own chairman, vice chairman, secretary and treasurer. This committee shall answer to the Board of Selectmen and shall make quarterly progress reports to the Board of Selectmen.

Section 2. The members of the Committee shall not receive any compensation for their services. The necessary expenses of the committee shall be included in the estimated project cost and any appropriation to be requested by the Committee from the Town. All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable state statutes.

Section 3. The Town of East Haddam Land Use Administrator, Facilities, Finance and Recreation Directors as well as a Board of Education Representative will serve as advisory staff to the committee.

Section 4. The Committee shall have the following powers and duties:

(a) To consult with the Board of Selectmen and Board of Education and its administrators concerning the plans for said project and its construction and the schedule therefore;

(b) To develop required drawings and outline specifications for the project and to review and approve all plans for said project, and to supervise and/or provide for the proper supervision of the project in the Town's best interest;

(c) To assist in the application and filing for any grants or federal loan that may be available to the Town for said project, and provide or execute any necessary documentation for such a grant or loans;

(d) To contract with architects, engineers, contractors and others in the name of and on behalf of the town to design, build and complete the project, and approve all design and construction expenditures for the project up to the appropriated amount of \$15,000,000.

Section 5. Upon completion of the municipal office building project, the Committee shall make a complete report and accounting to the Board of Selectmen.