

TOWN FACILITIES COMMITTEE

There shall be a Town Facilities Committee (TFC) charged with the implementation of building projects.

Membership: Its members shall be appointed by the Board of Selectmen, with approval by the Representative Town Meeting. Its membership shall be not more than 7 persons who are electors of the Town of Fairfield and have experience in building projects. This would include, but not be limited to: construction trades, general contractors, construction management, architecture, and engineering. Each nominee shall detail such pertinent experience for the nomination process. The term of membership shall be 3 years. No person shall be appointed for more than two successive full terms. Terms shall run from July 1 to June 30, and members not replaced shall continue to serve until a new member is appointed. Upon creation of this committee, terms shall be staggered with 2 members' terms expiring in each of the first 2 years and 3 members terms expiring in the 3rd year. The First Selectman or his/her designee shall serve ex-officio on the TFC, with vote.

Project Assignments: The TFC may create "Project Building (sub-)Committees" (PBC) of less than its full membership for the implementation of individual building projects. Up to three members of a feasibility committee (having been previously appointed by the Board of Selectmen) for a project may be assigned to the PBC, by appointment of the TFC. For Town projects the First Selectman may designate a representative to such PBC. For Board of Education projects, the Superintendent of Schools may designate a representative. The TFC may request additional members, which the Board of Selectmen may appoint. The TFC may request the assistance of public officials or employees (such as purchasing, legal, building or fire marshal staff) in their deliberations.

Town Facilities Committee Operations:

- a) The TFC may request annual funding for clerical or professional services through the town budget process. Such line item would appear in the Public Works budget.
- b) The TFC shall meet at least monthly. The regular monthly meeting schedule shall be provided to the Town Clerk immediately after its December meeting. Any additional meetings shall be noticed in accordance with the Freedom of Information Act. The TFC shall make every effort to provide ample notice to the public of such additional meetings.
- c) The TFC shall provide a standardized report (which shall include all minutes from the previous month's meetings) to the Board of Selectman on a monthly basis, regarding the status of all building projects. The Board of Finance, Representative Town Meeting, and Board of Education (on school projects), may also request updates from the TFC.
- d) The TFC shall be available to Town and Board of Education staff as a resource regarding facility planning, facility management and utility conservation.
- e) A member of the TFC may not vote on or participate in the discussion of a building project in his/her capacity as a member of the TFC in the following circumstances:
 - 1) He/She is awarded a contract or his/her bid is selected to provide services for the project.
 - 2) His/Her company is awarded contract or its bid is selected to provide services for the project.Under no circumstances may a member discuss or vote on the awarding of a contract or selection of a bid in which he/she has a personal interest. See also the Town Charter, Section IV, "Standards of Conduct".