

Town of Fairfield
Osborn Hill Building Committee

Committee Charge

An Osborn Hill Building Committee (OHBC) shall be established to plan, coordinate and supervise necessary upgrading and renovation of windows at this Elementary School.

The OHBC shall be guided by an educational specification as developed by the Board of Education (BOE). The OHBC shall retain an architect for 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 OHBC will follow all statutory requirements in regards to any energy savings or green initiatives.

The OHBC 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 OHBC shall consist of not less than 5 and not more than 11 members. The committee shall meet monthly, shall maintain minutes and an orderly record and shall comply with Town and State statutes and regulations. The OHBC shall follow practices and guidelines outlined in town building committee manuals and the 2007 report issued by the Building Construction Review Committee.

Members of the OHBC shall be appointed by the Board of Selectmen and confirmed by the 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 state reimbursement and ensure timely processing of all state reimbursement paperwork requirements

**Approved by BOS on April 24, 2012*