

Town of Fairfield
H. Smith Richardson Clubhouse Building Committee

Committee Charge

An [H. Smith Richardson Clubhouse Building Committee](#) (HSRBC) shall be established to review and recommend a schematic design and obtain cost estimates for the renovation or replacement of the H. Smith Richardson Clubhouse, golf cart barn and for other site and grounds improvements including mechanical, electrical, plumbing, fire protection and sewer, for the Town of Fairfield.

The HSRBC shall be guided by the [2008 H. Smith Richardson Clubhouse Feasibility Study](#), the [H. Smith Richardson Golf Course 10-Year Master Improvement and Financial Plan \(2010-2019\)](#), the [Town Facilities Commission](#) and their [2014 recommendation](#), the [Golf Commission](#), the [Parks and Recreation Department](#), the public, including public meetings, and neighborhood concerns. In the current economic climate it is the direction of the BOS that the committee focus on those functions and components that are in direct support of the golf mission. All other recreational activities or functions should be considered as future options.

The HSRBC shall retain appropriate design professionals (architect, structural 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 HSRBC may retain a construction manager to facilitate and accomplish the construction. The HSRBC shall use the services of the owner's representative as designated by the [Board of Selectmen](#) (BOS). The HSRBC will follow all statutory requirements in regards to any energy savings or green initiatives.

The chair of the HSRBC shall develop a reporting process to keep the BOS updated specifically during the design process.

The HSRBC 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 HSRBC shall seek any grants that may be available to help cover or reduce costs.

The HSRBC may consist of not less than seven and not more than eleven [members](#) including representation from the Golf Commission (liaison), TFC and members of the public. The HSRBC 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, and provide regular updates/seek input from the Golf Commission.

The committee shall meet monthly, shall maintain minutes and an orderly record and shall comply with Town and State statutes and regulations. The HSRBC shall follow practices and guidelines outlined in town building committee manuals and the [2007 report](#) issued by the Building Construction Review Committee. The Committee shall use the Town's Owner's Rep Firm on this building project.

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 minimize the impact to the existing golf course and golf operation.

Approved by Board of Selectmen – 11-04-2015

Revised by Board of Selectmen – 02-01-2017

Revised by Board of Selectmen – 04-19-2017

Hyperlinks Added – October 2017

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