

Town of Fairfield  
Mill Hill Elementary School Building Committee

Committee Charge

A Mill Hill Elementary School Building Committee (MHBC) shall be established to plan, coordinate and supervise necessary upgrading and renovation of Mill Hill Elementary School for the Town of Fairfield (Town).

The initial phase of the project is funded for the costs associated with the planning, design and obtaining of cost estimates for the renovation and expansion of Mill Hill Elementary School with consideration of three alternate capacities of 378, 441 and 504 students without prejudice toward any option and the cost of relocation of temporary classrooms installed at Mill Hill Elementary School, which costs include architectural, design, specialty consultant, environmental, engineering and other costs and expenses that are related thereto.

The Committee shall report back to the Board of Selectmen once the cost estimates have been prepared for review of all three plans and for approval of the project plan recommended for funding.

It is requested that the Committee also have a comprehensive traffic study done concerning the impact of all three plans on the surrounding neighborhood.

The MHBC shall be guided by an Educational Specification as developed by the Board of Education (BOE). The Board of Selectmen directs the building committee not to exceed the Educational Specification in any area without prior approval from the Board of Selectmen.

The MHBC shall retain appropriate design professionals (architect, structural engineer) for site review, design and contract administration. The MHBC shall utilize the Construction Management Oversight (CMO) Firm previously selected by the Town for this project. The MHBC may retain additional design, engineering and specialty consultants as required in accordance with Town and State selection and procurement standards and requirements. The MHBC shall follow all statutory requirements in regards to any energy savings or green initiatives.

The MHBC 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. Working with the Fairfield Public Schools' Manager of Construction, Security and Safety, the MHBC shall seek any grants that may be available to help cover or reduce costs.

The MHBC shall consist of not less than three and not more than eleven members. The committee shall meet monthly or more frequently as needed, shall maintain minutes and an orderly record and shall comply with Town and State statutes and regulations. The

MHBC shall follow all practices outlined in town building committee manuals and the 2007 report issued by the Building Construction Review Committee.

Members of the MHBC 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. These updates should come prior to key milestone decisions and as requested.

Upon completion of the project, the MHBC must obtain written confirmation from the Board of Education that the building has been accepted as complete by the Board of Education. The MHBC shall then notify the Board of Selectmen in writing that the project has been delivered to the Board of Education in accordance with the Educational Specifications, that its charge is fulfilled and that it wishes to disband.

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 the Board of Selectmen – June 20, 2018*