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School

CHARGE TO THE ENERGY & BUILDING EFFICIENCY
BUILDING COMMITTEE

WHEREAS: the Coventry Board of Education and Town Manager have identified the need for energy efficiency repairs and related electrical and other improvements at George Hersey Robertson Intermediate School, Coventry Grammar School, Captain Nathan Hale Middle School/Coventry High School, the Town Hall and Booth & Dimock Memorial Library, and other Town facilities

NOW, THEREFORE, the Coventry Town Council hereby establishes the SCHOOL ENERGY AND BUILDING EFFICIENCY BUILDING COMMITTEE and requests it conduct its business as follows:

1. The Committee shall have five (5) members and one (1) alternate, each one being a resident elector of Coventry. There shall be one member representing the interests of the Town Council, one member representing the interests of the Board of Education, one designee of the Town's Energy Advisory Committee and two citizens at large. The alternate shall also be an at large representative. Three (3) members shall constitute a quorum. With the exception of the Board's representative, the members shall be recommended by the Steering/Liaison Committee. The Board of Education shall forward their recommended candidate to the Town Council directly. The Council shall hear the recommendations of the Steering/Liaison Committee and Board of Education and appoint the committee membership.
2. The Committee shall conduct its business with due regard to all laws and regulations governing the actions of municipal agencies, including those requirements of the Freedom of Information Act and procedures established by the State Department of Education for school facilities projects.
3. The Committee shall choose its officers annually, including a Chairman, Vice Chairman and Secretary and establish a calendar of regular meeting dates.
4. The Committee shall review the Capital budget requests submitted by the Coventry Board of Education as amended by the Town Manager and adopted at the Annual Town Meeting for projects at George Hersey Robertson Intermediate School, Coventry Grammar School, Capt. Nathan Hale/Coventry High School and projects at Booth & Dimock Memorial Library and Town Hall. The Committee shall review energy audits and other plans and develop a projected scope with cost estimates. The Committee shall present their recommendations to both the Board of Education and the Town Council.

5. The committee shall consider traditional funding techniques as well as performance contracting techniques and make a recommendation on their preference to the Town Council along with a rationale for their approach.
6. If the Committee feels that additional funds to develop concept plans and cost estimates are needed they may request funds from the Town Council. If appropriated these funds may be utilized for uses such as, but not limited to, architect/engineer fees, committee clerk, materials testing, printing and advertising.
7. The Committee shall procure the services of an architectural/engineering firm utilizing the process established by the State Department of Education to assure qualification for grant in aid.
8. Upon acceptance of the Committee's recommendation, with or without modifications by the Board of Education and the Town Council, and after the Town Council calls a Town Meeting on a proposed project, the Committee shall present its report to public forums, including a Special Town Meeting, to educate the public prior to the referendum.
9. If the proposal receives a favorable vote by the Town Meeting/Referendum, the Committee shall enter the construction phase. In this phase, the Committee shall be responsible for: a) the expenditure of any funds provided by the Town; b) for putting out to bid and monitoring any construction plan that may be approved by the voters; c) assuring timely submittal of requests for grant reimbursements/payments from the State of Connecticut; d) hiring a Clerk of the Works, if required, to assure quality construction practices and to keep a log of construction.
10. The Committee shall maintain contact with both the Town Council and Board of Education and provide timely updates at least quarterly and seek advice as necessary.

Adopted by the Coventry Town Council: May 5, 2014