

Charge of the Korn Building Committee

The Committee shall consist of five members with the option for appointing more members if needed. Members will be appointed by the Board of Selectmen and any vacancies that may occur will be filled by the Board of Selectmen. The terms of the office shall be for the duration of the project or until the Committee is discharged.

The Committee shall elect its own Chairman, Vice Chairman, and Secretary and shall establish a regular meeting schedule. All records of the Committee shall be filed with the Town Clerk and open to public inspection in accordance with applicable State Statutes. Members shall serve without compensation.

- The Committee shall review plans and studies regarding Korn School renovations and space needs.
- The Committee shall create a Request for Proposal and manage the solicitation of bids for design and construction, while following the Towns Procurement Policy and bidding standards.
- The Committee shall make recommendations to the Board of Selectmen for bid awards.
- The Committee shall recommend to the First Selectman payment of invoices for work satisfactorily completed.
- The Committee shall participate in any grant applications process.
- The Committee shall assist the Board of Selectmen in presentations at Town Meetings, Budget Meetings, Public Hearings etc.
- The Committee shall not have a budget of their own but may request funds for specific purposes through the Board of Finance and Board of Selectmen process.
- The Committee shall make a regular report and account to the Board of Selectmen and Board of Finance.
- The Committee shall work closely with the Road Foreman/Facilities Manager and other town staff.

Adopted by Board of Selectmen June 27, 2022