

Building Blocks to Completion of a Project

- Identify the need for a Building Project/Renovation.
- Responsible Department prepare a preliminary needs and cost assessment for project.
 - ✓ Needs assessment to include background, Project, ADA, or other special modifications and benefits to the Town.
 - ✓ Cost Assessment- Initial preliminary cost estimates for Project.
 - ✓ Identify Funding Sources (Grants, Bonding, Capital Accounts, LOCIP)
- Department submits project to the Mayor –For School Projects the Board of Education forwards the Project directly to the Town Council.
- Appointments – Town Council work to ensure the Permanent Municipal Building Committee Members in meet the criteria of Ordinance #100-015(rev 1) “*An Ordinance Establishing A Permanent Municipal Building Committee for the Town of Ledyard*” shall include those with experience with:
 - ✓ Finance
 - ✓ Engineering
 - ✓ Architecture
 - ✓ Project management, or the
 - ✓ Building Trades.
- Town Council assigns the Project to the Permanent Municipal Building Committee (PMBC) in accordance with Ordinance #100-015 (rev 1) and gives the following Authorizations:
 - ✓ Authorization to proceed with the Project
 - ✓ Authorization of start-up funding to hire architects, Clerk of the Works, etc.
(Town Council can set funding aside in budget each year; use Undesignated Fund, or other sources to fund Facility Study/ Plan (or Architectural Design Plan)
 - ✓ Authorization to apply for Grants.
- Requests for Proposals (RFP) - PMBC work to develop and advertise Request for Proposals (RFP) for the next step (Study or Design Plans); and Review/Select Firm.
- Review/Present Design Plans – PMBC to present Design Plans to Zoning Official, Fire Marshal, Building Official, Board of Education (if it is a school project) Town Council, and Water Pollution Control Authority.
- Planning Commission must approve the Project by a Majority Vote per CGS 8-24; 8-22 and Town Charter Chapter IV; Section 3.
- WPCA must hold a Public Hearing (if project involved sanitary sewers).
- Public Hearing/or Informational Session – PMBC holds Public Hearing/or Informational Session to obtain resident’s input regarding project.
- Town Council Approves Project and Authorizes the Mayor to have Bond Counsel to prepare Bond Authorization Documents (Resolutions).
- Bond Documents – PMBC & Finance Department to work with Bond Counsel to prepare Bond Authorization Documents (Resolutions)

- Bond Documents Prepared – Town Council approve Bond Authorization Documents (Resolutions) appropriating funding. Town Council recommends the passage of Bond Resolution at Town Meeting; Mayor must approve appropriation. Town Council sets Town Meeting and Referendum Dates; per Town Charter Chapter VII; sections 7; Chapter III; Sections 1,2,3,4,12.

Note:

- ✓ If appropriation is <1% of tax levy, approval by Town Council is sufficient; providing the Finance Director certified that funds are available unappropriated general fund resources in excess of the proposed appropriation.
- ✓ If appropriation is >1% of tax levy, approval at Town Meeting is sufficient.
- ✓ If appropriation is >5% of tax levy, approval at Town Meeting to adjourn to Referendum in necessary.
- Town Meeting/Referendum – Referendum must be held *“Not less than seven (7) days or more than fourteen (14) days after the Town Meeting”*.
- Notice of Town Meeting and Referendum – Town Meeting must be posted five (5) days prior to the Town Meeting.
- Referendum must be held thirty (30) days after posting the Legal Notice for the Town Meeting/Referendum Notice in the newspaper. Experience has proved that the timeframe from approval at Town Council to referendum is at a minimum of forty-days (45) days.

NOTE:

School Projects – Board of Education, PMBC and State Board of Education must approve site and plans. State Board of Education must approve grant commitment before Construction Bids are sought. CGS 10--291.

- Project Approved at Referendum/State Approvals – PMBC proceeds with Construction of Project.