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.