

**TOWN OF MONTVILLE**  
**NOTICE OF ADOPTION OF ORDINANCE**

Notice is hereby given that the Town Council of the Town of Montville, at a regular meeting held June 8, 2026 adopted the following Ordinance.

**ORDINANCE NO. 2026-05**

**ORDINANCE ESTABLISHING A PERMANENT BUILDING COMMITTEE**

- (a) There is hereby established a Permanent Building Committee for the Town, which committee shall have the powers and duties set forth in this Ordinance.
- (b) The purpose of the Permanent Building Committee is to ease the burden of various Town departments managing construction projects and their flow, terms, and scheduling.
- (c) The Permanent Building Committee shall be the sole building committee for the Town. All building projects in excess of one hundred thousand dollars (\$100,000.00), and all maintenance, repair, and alteration projects in excess of fifty thousand (\$50,000.000), shall be administered by the Permanent Building Committee. As needed where the Permanent Building Committee notifies the Mayor it is busy with other projects, the Town Council may establish additional building committees.
- (d) The Permanent Building Committee shall be the agent of the Town for the construction, alteration and/or additions to the buildings in the Town, including educational facilities. As such agent, the Permanent Building Committee shall have the authority to solicit requests for proposals from architects, engineers and other professionals and to interview them, and to investigate, examine and recommend sites for buildings. After approval of a project by the Town Council, the Permanent Building Committee shall have the authority, in consultation with the Mayor, to enter into contracts to engage the services of architects, engineers, and other professionals to prepare reports, preliminary plans and cost estimates; to present recommendations to other boards and commissions for the purpose of securing permits and approval of funding for building projects; to approve plans and specifications for bid, upon consultation with the Town department, board or commission which recommended the building whose project or at whose behest such building project is being advanced; to analyze bids and make recommendations of action relative to such bids to the Town Council; to review and negotiate all necessary contracts subject to approval by the Town Council; to direct contracted services within the limits of the authorized contract; to supervise the construction and/or renovation of buildings, directly or through a project contractor, construction manager, or other authorized agent of the Town; and to approve payment of

sums due for building projects to the finance director's office. The Permanent Building Committee shall obtain all necessary permits and approvals required by state statute and Town ordinance for all building projects. The Permanent Building Committee shall complete the necessary paperwork and/or applications for all grant money available or due the Town for all building projects.

- (e) The Permanent Building Committee for town projects (non-Board of Education projects) shall consist of a minimum of five (5) regular members and two (2) alternate members. A minimum of two (2) of the regular members shall be members of the Town Council. The remaining members shall be made up of town residents at large and have, where available, construction knowledge or a general knowledge of construction. The term limit for the members-at-large shall be five (5) years.
- (f) The Permanent Building Committee for Board of Education projects shall consist of a minimum of five (5) regular members and two alternate members. One (1) member shall be from the Town Council, one (1) member shall be from the Montville Board of Education, and one (1) member shall be the Board of Education Director of Facilities. The remaining members shall be made up of town residents at large and have, where available, construction knowledge or a general knowledge of construction. The term limit for the members-at-large shall be five (5) years.
- (g) The alternates and the members at large selected for the Board of Education Permanent Building Committee shall be the same members and alternates as are on the Permanent Building Committee for the town projects.”
- (h) The members of both Permanent Building Committees shall annually in July elect a chairperson and a vice-chairperson, who shall serve for a period of one (1) year. The Permanent Building Committees shall hold at least one (1) meeting per year in the month of July. Special meetings may be called by the chairperson at any time, in accordance with state law, and shall be called upon the request of any two (2) members.
- (i) The Permanent Building Committees shall keep minutes of all its meetings and shall keep an accurate record of all of its activities. The Permanent Building Committees shall provide a complete set of plans, specifications, records, drawings, maintenance requirements and warranties to the Mayor and Town Council upon completion of any project. Upon completion of any building project, the Permanent Building Committee shall vote to turn the project over to the Town.

This ordinance shall become effective thirty (30) days from the date of its adoption.

Dated at Montville, Connecticut this 9th day of June 2026.  
Katie Haring, Montville Town Clerk