

FHS Building Committee Expectations and Responsibilities

As of 9/08/20 – to referendum

Participation Expectations:

- ***Ensure effective planning***
 - A committee member must actively participate in the overall planning process and assist in implementing and monitoring the plan's goal.
- ***Ensure legal and ethical integrity***
 - A Committee member is ultimately responsible for adherence to legal standards and ethical norms.
- ***Enhance the committee's public standing***
 - A committee member should clearly articulate the committee's mission, accomplishments, and goals to the public and garner support from the community through advocacy.
- ***Duty of Care***
 - A committee member owes the duty to exercise reasonable care when he or she makes decisions as a steward of the committee.
- ***Duty of Loyalty***
 - A committee member can never use information obtained as a member for personal gain but must act in the best interests of the committee.
- ***Duty of Obedience***
 - A committee member must remain faithful to the committee's mission. They are not permitted to act in a way that is inconsistent with the central goals of the committee.

Engagement Expectations:

- Listen, analyze and think clearly and creatively
- Work well with people individually and in a group
- Share the time; do not monopolize the discussion and allow others the time they need to share their perspective
- Prepare for and attend committee meetings
- Ask questions, take responsibility and follow through on given assignments
- Look for opportunities to develop skills you might not possess
- Possess sensitivity and tolerance to differing views
- Act with integrity and a sense of values

Roles	Member	Phase 1 Responsibilities (Through Referendum)
Town Council	All elected members	<ul style="list-style-type: none"> ● Communicate the charge to the building committee based on the approved Statement of Needs ● Review the building committee conceptual design options and determine the overall project scope and the net municipal cost ● Select a site for the construction ● Review and approve schematic drawings and costs ● Approve the schematic option for referendum ● Act as champions for the project ● Align communications with the Building Committee strategic messaging and plan
Board of Education	All elected members	<ul style="list-style-type: none"> ● Provide the Statement of Need to Town Council ● Approve the Educational Specifications ● Review the schematic option prior to referendum ● Align communications with the Building Committee strategic messaging ● Act as champions for the project
Town Manager	Kathy Blonski	<ul style="list-style-type: none"> ● Provide guidance to the Building Committee regarding building project procedures ● Manage financials for the Building Committee ● Provide recommendations to Town Council regarding the financing of the project ● Align Town staff support as necessary ● Execute contracts and payments for professional services related to the FHS Building Project ● Align communications with the Building Committee strategic messaging ● Act as a champion for the project
Superintendent	Kathy Greider	<ul style="list-style-type: none"> ● Provide guidance to the Building Committee regarding educational building project procedures ● Provide guidance to the Building Committee regarding alignment with the approved Statement of Needs and any additional studies ● In collaboration with the Assistant Superintendent, FHS Principal and the Architect, create and present the Educational Specifications ● Align communications with the Building Committee strategic messaging ● Act as a champion for the project
Voting Resident	Johnny Carrier Sharon Mazzochi Michael Smith Wendy Ku* *responsibilities correspond to activities after 9/8	<ul style="list-style-type: none"> ● Review all relevant documentation related to the Building Committee ● Select Owner’s Rep and Architects ● Present conceptual design options to Town Council ● Present schematic option to Town Council for referendum approval ● Attend scheduled Building Committee Meetings ● Participate in at least one sub-committee ● Align communications with the Building Committee strategic messaging ● Act as a champion for the project

Role	Member	Phase 1 Responsibilities (Through Referendum)
Committee Chair	Meghan Guerrera	<ul style="list-style-type: none"> • Presides at meetings • Makes official communications on behalf of the committee • Works with Building Committee Members to drive progress toward charge completion • All Voting Resident responsibilities
Owner's Rep	CSG	<ul style="list-style-type: none"> • Serve as a representative of the Town through the design and construction of the FHS building project • Act in the town's best interest to make sure Farmington receives the best services and value for its money • Drive schedule and delivery • Manage the State Reimbursement process • Act as a champion for the project • Provide updates to the FHSBC
Architect	TSKP	<ul style="list-style-type: none"> • Develop a schematic design in collaboration with the design working group targeting the Net Municipal Cost Range set by Town Council • Provide updates to the FHSBC • Act as a champion for the project
Board of Ed Member	Beth Kintner (NV) Ellen Siuta (V)	<ul style="list-style-type: none"> • Communicate committee status back to the Board of Ed • Communicate any questions/concerns expressed by the Board of Ed to the committee • Align communications with the Building Committee strategic messaging • Act as a champion for the project
Town Council Liaison	Chris Fagan	<ul style="list-style-type: none"> • Communicate committee status back to Town Council • Communicate any questions/concerns expressed by the Town Council to the committee. • Align communications with the Building Committee strategic messaging • Act as a champion for the project
FHSBC Design Team Liaison	Johnny Carrier	<ul style="list-style-type: none"> • Attend design working group sessions • Provide FHSBC prospective at design working group sessions • Provide updates at the full FHSBC meeting
FHSBC Neighborhood Outreach Liaison(s)	Sharon Mazzochi TBD	<ul style="list-style-type: none"> • Act as community point person for the FHSBC Neighborhood Engagement efforts • Attend Neighborhood Engagement scheduled events/meetings • Provide updates at the full FHSBC meeting
FHS Principal	Scott Hurwitz	<ul style="list-style-type: none"> • Provide committee support as necessary • Align communications with the Building Committee strategic messaging • In collaboration with the Superintendent, Assistant Superintendent and the Architect, create and present the Educational Specifications for the purpose of state-level reimbursement • Act as a champion for the project
FPS Business Administrator	Alicia Bowman	<ul style="list-style-type: none"> • Provide committee support as necessary • Work in collaboration with the Architect, Owner's Representative, etc. to meet, communicate and collaborate with DAS for the purpose of state-level reimbursement • Act as a champion for the project

FPS Dir of Facilities	Tim Harris	<ul style="list-style-type: none"> ● Provide committee support as necessary ● Work in collaboration with the Architect, Owner’s Representative, etc. to meet, communicate and collaborate with DAS for the purpose of state-level reimbursement ● Act as a champion for the project
Assistant Town Manager	Kathryn Krajewski	<ul style="list-style-type: none"> ● Provide committee support as necessary ● Align communications with the Building Committee strategic messaging ● Act as a champion for the project
Clerk of Committee	Devon Aldave	<ul style="list-style-type: none"> ● Filing of approved minutes with the Town Clerk ● Committee document management
Town Planning & Zoning	Appropriate members	<ul style="list-style-type: none"> ● Review and approve the completed schematic drawings
State Legislative Reps	Gennaro Bizzarro Mike Demicco Derek Slap Tammy Exum	<ul style="list-style-type: none"> ● Provide support regarding state funding options ● Align communications with the Building Committee strategic messaging ● Act as a champion for the project

**Responsibilities of hired professional services will be included in the negotiated contact details*

FHS Building Sub-Committees and Working Groups

Sub-Committees	Responsibilities
<p>Communications</p> <ul style="list-style-type: none"> ● Financial Communications Team ● Neighborhood Engagement Team ● Messaging and Community Outreach Team 	<ul style="list-style-type: none"> ● Define a strategic communications plan ● Define strategic messaging ● Identify and implement communication methods ● Coordinate communications with Town Council and Board of Ed ● Manage community outreach efforts ● Provide committee updates as required
<p>Professional Partnership Committee</p>	<ul style="list-style-type: none"> ● Create RFP Documents ● Create Rating Forms ● Schedule interviews ● Manage partner relationships ● Create contract specs as required ● Provide committee updates as required

Working Group	Members	Responsibilities
<p>Design Working Group</p>	<p>TSKP CSG BOE Rep District Staff FHS Faculty and Staff</p>	<ul style="list-style-type: none"> ● Confirm the programming within the design ● Identify cost saving measures ● Refine Schematic Design ● Review project with local officials and Zoning ● Provide committee updates as required