

CHARGE
AVON VOLUNTEER FIRE DEPARTMENT (AVFD)
FIRE STATION EXPANSION, RENOVATION & BUILDING COMMITTEE

RESOLVED: That the Town Council hereby adopts the following CHARGE to the Avon Volunteer Fire Department (AVFD) Fire Station Expansion, Renovation & New Construction Building Committee:

BE IT RESOLVED: That the Town Council accepted the “**Statement of Need for Avon Volunteer Fire Department Fire Station Expansion, Renovation & New Construction,**” at its regular meeting on May 4, 2023 and further,

RESOLVED: That a Committee, “**The Avon Volunteer Fire Department (AVFD) Fire Station Expansion, Renovation & New Construction Building Committee,**” consisting of seven (7) members, the composition of which shall include no more than three (3) member(s) of the Avon Volunteer Fire Department, is hereby established for an indefinite term to:

1. Organize in an appropriate manner to carry out the functions of the Committee to include a chair appointed by the Town Council and a vice-chair/secretary to be selected by the chair with the approval of the Committee membership.
2. Familiarize itself with **Town Council Policy #13, “Procedures for Constructing Public Buildings – Avon, Connecticut.”** These procedures have been developed by the Town Attorney and define the Town Charter and Connecticut General Statutes steps and requirements to be followed during a building project.
3. Familiarize itself with the “**Avon Fire Department Plan for the Future**” analysis, adopted by the Town Council December 1, 2022.
4. **Phase I:** (1) Conduct an open and competitive process to identify a qualified architectural firm to provide the scope of services outlined below; (2) recommend said firm to the Town Council for a contract award; and (3) work with the selected firm to carry out the scope of services:
 - a. Determine how the permanent additions and renovations to the existing Company #1 facility at 25 Darling Drive can be fulfilled, including informal reviews by the appropriate land use commissions of the Town, and;
 - b. Determine how the new Company #3 facility can be constructed on the available West Avon Road parcels (503, 511 and 519 West Avon Road), including reviews by the appropriate land use commissions of the Town, and;
 - c. Determine how the permanent additions and renovations to existing Company #4 facility at 365 Huckleberry Hill Road can be fulfilled, including informal reviews by the appropriate land use commissions of the Town, and;

- d. Provide appropriate sketches, schematics and detailed cost estimates for the projects and their components necessary for presentation and acceptance by the Town Council, and to assist the Town Council and the Building Committee as appropriate and necessary for the preparation and presentation of materials for a Special Town Meeting and Referendum Vote.

BE IT FURTHER RESOLVED:

1. That the Committee members shall submit a disclosure to the Town Clerk's Office as required by Policy #19 of the Town Council titled "Standards of Conduct for Public Officials and Policy #13 Procedures for Constructing Public Buildings."
2. That Committee members shall not receive compensation for their services. Necessary expenses of the Committee shall be included in the cost of the project.
3. The records of the Committee shall be filed with the Town Clerk and open to public inspection during normal business hours.
4. Upon completion of the project, the Committee shall make a complete report and accounting to the Town Council.