

## School Building Committee Draft Charge

WHEREAS the Coventry Board of Education and Town Council have identified the need for evaluating current and future facility needs for education; and

WHEREAS there is a need for a board to perform research, review potential solutions, oversee projects, and ensure collaborations between stakeholders;

NOW, THEREFORE, the Coventry Council hereby establishes the SCHOOL BUILDING COMMITTEE to conduct its business as follows:

1. The Committee shall have seven (7) members and one (1) alternate, each one being a resident elector of Coventry. One member shall be a member of the Coventry Town Council or their designated representative, one member shall be a member of the Coventry Board of Education or their designated representative, with five (5) citizens at large. The alternate shall also be an at large representative. Four (4) members shall constitute a quorum. As per C.G.S. Sec. 10-292v, one member must have “experience in the construction industry.” With the exception of the Board's representative, the members shall be recommended by the Town Council Steering Committee. The Board of Education shall forward their recommended candidate to the Town Council directly. The Council shall hear the recommendations of the Steering Committee and Board of Education and appoint the committee membership.
2. The Committee shall conduct its business with due regard to all laws and regulations governing the actions of municipal agencies, including those requirements of the Freedom of Information Act and procedures established by the State of Connecticut for school construction projects.
3. The Committee shall choose its officers annually, including a Chair, Vice Chair and Secretary, and shall establish a calendar of regular meeting dates.
4. The Committee shall perform research to identify current and future need for educational facilities. Based on the results of this study, the Committee shall oversee the development and implementation of a multi-year plan for construction or renovation projects to meet educational facility needs.
5. In all project phases, the Committee shall bring all contracts before the Coventry Town Council for final approval.
6. The Committee shall oversee the selection of planning, engineering, architectural, educational, financial, or other consultant or contract services necessary for the development and implementation of the plan. This process shall be performed in accordance with the process established by the State of the Connecticut to assure eligibility for school construction grants.
7. The Committee shall request needed funds for the implementation of this plan from the Town Council. If appropriated, these funds may be used for purposes such as, but not

limited to: architect/engineering fees, committee clerk, materials testing, printing and advertising.

8. The Committee shall present its proposed plan to public forums, including a Special Town Meeting, to educate the public prior to the referendum.
9. If the proposal receives a favorable vote by the Town Meeting/Referendum, the Committee shall enter the construction phase. In this phase, the Committee shall be responsible for:
  - a. The expenditure of any funds provided by the Town;
  - b. Putting out to bid, hiring, and monitoring contractors for any construction plan that may be approved by the voters;
  - c. Assuring timely submittal of requests for grant reimbursements/payments from the State of Connecticut;
  - d. Hiring consultant or project management services, if required, to assure quality construction practices and to keep a log of construction.
  - e. Ensuring all work is performed accordance with the process established by the State of the Connecticut to assure eligibility for school construction grants.
10. The Committee shall maintain contact with both the Town Council and Board of Education and provide timely updates at least quarterly and seek advice as necessary.

Adopted by the Coventry Town Council: \_\_\_\_\_