

## **Construction**

### **Planning**

A facilities master plan for the school district will be developed periodically and kept up to date. The facilities master plan will reflect the needs of current instructional procedures and projected educational programming. The master plan will incorporate population projections, enrollment projections, site acquisition needs, school plant placement, and determination of financial needs for providing the necessary school facilities.

## **Construction**

### **Planning**

### **Building Committees**

Whenever it is deemed necessary by the Bristol Board of Education to provide for additional and/or major facility alterations for the educational system, the Board of Education shall request the mayor and the city council to form a school building committee. In support of the Board of Education's request, that Board shall, through its Superintendent and administrative staff, provide the necessary educational specifications which should be a part of an encompassing long-range educational plan and which should fit the organizational pattern for the school system. Other particulars in prescribing the action should include enrollment data, an outline of the general nature of the program for the particular facility which would include support facilities such as health, food, custodial, as well as communal uses and the basic equipment and site placement and requirements thought necessary.

If the request is approved by the city council this shall signify acceptance of the need by that body and the mayor shall, within 30 days thereafter, order the formation of a school building committee under the following procedures.

### **Appointments and Terms**

**At least one member of the School Building Committee shall be an individual with experience in the construction industry.** The school building committee shall be composed of nine members:

- One member shall be a Councilman appointed by the Mayor.
- One member shall be a Board of Education Commissioner appointed by the Board of Education Chairperson.
- One member shall be a Finance Board Commissioner appointed by the Board of Finance Chairperson.

These three members shall serve through the completion of the project; provided, however, that if any such member's term of office as councilman, and/or Board of Education, and/or board of finance commissioner expires prior to the completion of the project and such member is not reelected or reappointed to the same office, such member's term on is not reelected or reappointed to the same office, such member's term on this school building committee shall be considered vacant and a successor appointed to fill the vacancy as prescribed for the original appointment.

These three shall comprise a nominating committee and will nominate and present to the city council the following members:

## **Construction**

## **Planning**

### **Appointments and Terms (continued)**

- Two citizen taxpayers from the school area to be served; and
- One citizen taxpayer from the school district community as a whole; outside the school area to be served; and
- One representative from the certified educational staff of the Bristol school district; and
- One person from the commercial and/or professional community of the city, and One person from the industrial community of the city.

These six nominations shall be presented to the city council no later than the second regular meeting of the city council after the meeting which initiated the formation of the school building committee.

In addition to the nine aforementioned voting members, an advisory panel which may be called on from time to time shall include the city engineer, city comptroller, city corporation, and any other city employees as deemed necessary by the school building committee.

A school building committee shall be appointed for the express purpose of one particular project. Each school building committee shall be designated by project name. Nothing in this provision shall prevent a person from serving on two separate committees at the same time.

The duly authorized school building committee will continue as a complete committee regardless of changes in the city council, the Board of Education, or the board of finance during the course of the project, except where such individual city board representative is not reelected or reappointed the city board the person represents, in which case replacement will be made according to provisions pertaining to vacancies.

The school building committee shall cease and desist once the assigned project has been turned over to the Board of Education.

### **Removal, Resignation and Vacancies**

No voting member of the school building committee, with the exception of a council member and a certified educator, shall be a paid employee of the city or state; and no one shall serve on this committee who has a conflict of interest because of relationship to or employment by the architect, contractor, subcontractor, owner or owners of the proposed site for the project. It is possible that a conflict of interest may arise on the part of an original member of the committee

## **Construction**

## **Planning**

## **Removal, Resignation and Vacancies (continued)**

because of subsequent or future actions of the school building committee. In event of committee who shall make the decision. If the nominating committee finds that there is a definite conflict of interest, such member shall be terminated from the committee.

Any vacancy for any reason whatsoever shall be replaced by the prescribed method for the original appointments.

In the event that a voting member is absent from three consecutive regular meetings, that member's term at the third meeting's absence shall expire and that member shall be replaced by the same method as was the original appointment.

## **Officers**

The school building committee shall elect its own chairperson and vice-chairperson who will preside at the meetings; and the chairperson shall be empowered to establish any necessary subcommittees.

The Superintendent of Schools, or designee, shall be the secretary to the school building committee and shall maintain minutes of all meetings.

## **Meetings**

The committee will hold at least one regular monthly meeting at a designated day and hour and may schedule other such special meetings as may be deemed necessary and called by the chairperson of the school building committee, or upon the request of at least three members of the committee a special meeting shall be held within five days of their request.

## **Powers and Duties**

The school building committee shall have the following duties and powers:

1. Investigate sites and select an architect.
2. Request the city council and board of finance to appropriate necessary funds for preliminary planning and site studies.

## **Construction**

## **Planning**

### **Powers and Duties (continued)**

3. Upon appropriation of such funds, hire an architect to draft plans for construction of such new school building project as shall be ordered.
4. Appoint a site committee of the school building committee whose duties shall be to recommend sites to the school building committee for approval and upon approval by the required city boards, negotiate for land and submit its findings to the real estate committee of the city council for final acquisition.
5. Approve preliminary plans and specifications for the project; obtain approval of preliminary plans and specifications by the local board of education; initiate filing application with the state department of education for review of preliminary plans and specifications; and request the city council and board of finance to appropriate necessary funds for the total project cost.
6. To analyze and approve final plans and specifications of such project; obtain approval of such final plans and specifications by the local board of education; initiate filing application with state department of education for review of final plans and specifications; and through the city purchasing agent advertise for and receive bids for the construction of such project or any portion thereof.
7. Upon recommendation of the city purchasing agent to vote award of construction contract bid to the lowest responsible bidder and, upon a majority vote of the city council authorizing the mayor or acting mayor to sign on behalf of the city, enter into necessary contract for construction of such project.
8. To be responsible for construction of such project through its agents and the city's inspectors.
9. To examine and approve all payments in connection with the construction of such project with the advice of its agents, the project architect, and the resident inspector.
10. Analyze and approve any change orders in the approved plans for said project within the limits of the total project appropriations.

**Construction**

**Planning**

**Powers and Duties (continued)**

11. Have province over and final approval of all expenditures of the project, including furnishings, equipment, or other appurtenances to the buildings or grounds.
12. Select a name for the school building project thus constructed.
13. To approve and accept the completed project subject to the advice of its agents, the project architect, and the city's inspectors.
14. Turn the building and grounds over to the board of education as soon as possible after final completion and acceptance.
15. Obtain the necessary clearance and approval of any local or state board or agency as may be required for any of the duties and powers so enumerated.

Nothing in this ordinance shall preclude state statutes or the Charter for the City of Bristol. If at any time any part of this ordinance shall become contrary to the state statutes or the Charter for the City of Bristol, such findings shall have no effect on the remaining sections of this ordinance.

Policy Adopted: April 5, 1995  
Policy Revised: March 4, 2020

BRISTOL PUBLIC SCHOOLS  
Bristol, Connecticut