

**Regional School District No. 18
Lyme-Old Lyme, CT**

PK-8 SCHOOL BUILDING COMMITTEE CHARTER

The Regional District No. 18 Board of Education has established a Building Committee to assist the Board of Education with renovations and additions to Mile Creek School, Center School, Lyme Consolidated School, and Lyme-Old Lyme Middle School (hereinafter known as “the Project”). The Building Committee will provide oversight to monitor the timely completion of the Project, to ensure that the completed Project meets the programs and improvements as mandated and approved by the State of Connecticut, and to ensure that the Project meets the overall Project plan and budget as approved by the District voters.

The Building Committee will act as a sub-committee of the Board of Education, with decision-making and voting authority limited as provided by this Charter. With this authority, the Building Committee shall first, using the Board of Education’s bidding policies:

1. Consider and possibly recommend an Owner’s Representative Project Manager for Board of Education approval.
2. Recommend a Project Architect for Board of Education approval.
3. Recommend a Construction Manager for Board of Education approval.

The Building Committee shall then:

1. Oversee Project implementation and expenditures and assist the Board of Education in maintaining the Project Budget and Schedule, including meetings with Project Architect, Construction Manager and Owner’s Representative Project Manager, if any;
2. Develop preliminary plans and specifications for the Project, obtain approval of preliminary plans and specifications by the Board of Education, file necessary applications with the DAS for review and approval of plans and specifications, and request the Board of Education to appropriate necessary funds for the total cost of the Project;
3. Assist with the creation of construction bid packages, determine qualified bidders, advertise for and receive bids for the construction of the Project or any portion thereof;
4. Review bids and recommend awards to the Board of Education;
5. Upon Board of Education approval, with District counsel, negotiate contracts with the selected bidders;
6. Recommend contracts for final approval by the Board of Education and execution by the Chairperson on behalf of the District;
7. Approve Project Changes and Additions as follows:
 - a. Changes and additions not to exceed Ten Thousand (\$10,000) dollars will be approved by the District’s Director of Facilities and Technology.
 - b. Changes and additions between Ten Thousand and Thirty-Five Thousand (\$10,000 and \$35,000) dollars will be approved by a sub-committee of the Building Committee that shall be comprised of the Chairperson (or his/her designee), the Vice Chairperson (or his/her designee), and the District’s Director of Facilities and Technology.

- c. A quorum of the Building Committee will approve changes and additions greater than Thirty-Five Thousand (\$35,000) dollars and less than Fifty Thousand (\$50,000) dollars.
 - d. Changes and additions greater than Fifty Thousand (\$50,000) dollars will be reviewed by the Building Committee and must be approved by the Board of Education.
 - e. All change orders, regardless of the amount approved, will be presented and reviewed at regularly scheduled Building Committee meetings along with the monthly Project budget status report with details reported to the Board of Education monthly.
8. Review a summary of all invoices at regularly scheduled Building Committee meetings;
 9. Review any necessary changes to the Project schedule or scope and make recommendations for Board of Education approval;
 10. Approve and recommend to the Board of Education the completion of the Project when the Building Committee is satisfied.

The Director of Facilities and Technology, in conjunction with the Building Committee, shall approve any personnel engaged directly by Regional School District No. 18 to assist the Building Committee in carrying out this Charter and its responsibilities, using the Board of Education's bidding policies, as applicable.

The Building Committee shall take no binding action unless 1) a quorum of the voting members of the Building Committee is present at a Building Committee meeting, and 2) a majority of those voting Building Committee members approves an action by a simple majority vote. A quorum shall be defined as a majority of the voting members, including the Chairperson of the Building Committee. The Building Committee members eligible to vote are those members who are residents of the Town of Lyme or the Town of Old Lyme, with the exception of District employees and ex-officio members, who are not eligible to vote.

The Building Committee shall consist of at least nine (9) but not more than fifteen (15) voting members, including a Chairperson, Vice Chairperson and Secretary, and (2) two alternate members, all to be appointed by the Board of Education in accordance with its policies. It is preferable that members have a knowledge of construction, engineering, educational facilities, design, architecture, and/or finance. An alternate will be selected by the Chairperson to fill any absence of a full member at a meeting. When seated, an alternate has the authority to vote as a full member. The Board of Education shall also appoint ex officio members of the Building Committee, including, but not limited to, the Superintendent of Schools, the Director of Facilities and Technology, school principals, and teacher representatives as desired.

Any member of the Building Committee who resigns or ceases to be a resident of the District shall promptly provide a written notice of resignation to the Chairperson of the Building Committee, whereupon the member shall cease to be a member of the Building Committee. A member may be removed for cause by the Board of Education after that member has been provided an opportunity to be heard. The term "cause" shall include, but not be limited to, four (4) consecutive unexcused absences from Building Committee meetings. If a member shall resign, be removed, die or cease to be a member of the Building Committee for any other reason, the Chairperson shall select an alternate to fill such vacancy. A new alternate shall be appointed by the Board of Education in accordance with its policies.

No member of the Building Committee shall be required to give a bond. No member shall be liable for the act, negligence or default of any other member or any employee, agent, or representative of the Building Committee selected with reasonable care, nor for errors in judgment, nor mistakes of law or fact made in good faith nor in reliance in good faith on advice of counsel, nor for other acts or omissions

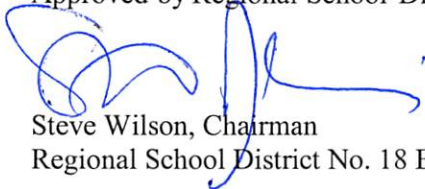
in good faith. No member of the Building Committee, nor any agent or officer of the Building Committee, shall have the authority to bind the District, the Town of Lyme or the Town of Old Lyme, except in the manner specifically authorized herein.

Members of the Building Committee shall be considered municipal employees for the purposes of Section 7-101a of the Connecticut General Statutes and the District shall protect and save harmless the members as provided therein. Members shall not be eligible for any benefit or retirement programs of the District, the Town of Lyme or the Town of Old Lyme by virtue of their service. Members of the Building Committee shall serve without compensation. Members may be reimbursed for reasonable out-of-pocket expenses in accordance with the Board of Education's policies and practices.

The Building Committee shall be dissolved by Board of Education action following the Building Committee's approval of the completed Project.

All the powers and provisions of the Building Committee herein contained shall take effect and be construed according to the laws of the State of Connecticut.

Approved by Regional School District No. 18 Board of Education on December 7, 2022.



Steve Wilson, Chairman
Regional School District No. 18 Board of Education